

# Busiswa Fundzo

## Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I am good in planning, organising, leading and controlling skills, problem solving. My administrative skills are mostly in HR, for example: Salary administration, facilitate all kinds of benefits and overtime, ensure that employees receive their salary advices timeously, facilitate staff establishment on Persal, responsible for leave administration, leave audit and capturing of leaves on Persal, capturing appointments and service termination on Persal, approve transactions done by other users, coordinate training of employees, training and supervise newly appointed officials and interns, compilation of duty roaster, assist during recruitment and selection process, compilation of monthly reports in month ends.

Preferred occupation      Administrators  
                                    Administrative jobs

## **Contacts and general information about me**

Day of birth	1976-06-11 (49 years old)
Gender	Female
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2007.03 iki dabar</b>
Company name	Correctional Services
You were working at:	HR specialists
Occupation	HR practitioner
What you did at this job position?	HR administration

## Education

Educational period	<b>nuo 1993.01 iki 1996.11</b>
Degree	Grade 12 / Matric
Educational institution	Osborne S.S.S
Educational qualification	Matric
I could work	at Personnel
Educational period	<b>nuo 2015.01 iki dabar</b>
Degree	Certificate
Educational institution	Ingwe FET College
Educational qualification	Human resource management

### **Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
isiXhosa	fluent	fluent	fluent
isiZulu	very good	very good	very good

### **Computer knowledge**

Persal, Microsoft Word,Excel,PowerPoint. Have typing speed of 45 word per minute

### **Conferences, seminars**

Attended a Persal course.2015. 07.05 to 2015.09.14. (6 weeks). Full Persal course.

### **Recommendations**

Contact person	Mrs Mrwetyana N.J.
Occupation	Centre coordinator staff support
Company	Correctional Services
Telephone number	083 258 7615

### **Additional information**

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2015-01-00 (11 years)
Salary you wish	20 000 R per month
How much do you earn now	15 000 R per month