



# Tshameleni Nomsa Mkhathshwa

Curriculum Vitae (CV)

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

I am looking for a admin positions and general worker, I am a hard working person, taking pride of my job, I am sure I will make a positive changes from your company. I have experience in Payroll administration

Preferred occupation	Administrators
	Administrative jobs
	Generals
	General jobs
	Part time jobs
	Part time, weekend jobs
Preferred work location	Pretoria / Tshwane
	Gauteng

## Contacts and general information about me

Gender	Female
Residential location	Tembisa
	Gauteng
Telephone number	Information is available only for registered users. <a href="#">Sign in</a>
Email address	Information is available only for registered users. <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2016.01 iki 2017.01</b>
Company name	Amandla consulting
You were working at:	Administrators
Occupation	Payroll administrator
What you did at this job position?	Adding new employees Capturing hours worked for the employees Printing reports Calculating leave days for the employees regionally Printing pay slips for the employees Handling pay queries for the employees Handling filling for the timesheets and invoices Including all duties, I was performing as Hr. Administrator

Working period **nuo 2011.01 iki 2015.12**  
 Company name Sobane outsourcing  
 You were working at: Administrators  
 Occupation Payroll administrator  
 What you did at this job position? Adding new employees Capturing hours worked for the employees Printing reports Calculating leave days for the employees regionally Printing pay slips for the employees Handling pay queries for the employees Handling filling for the timesheets and invoices Including all duties, I was performing as Hr. Administrator

Working period **nuo 2008.01 iki 2010.12**  
 Company name ITR recruitment specialists  
 You were working at: HR specialists  
 Occupation Hr Administartor  
 What you did at this job position? Handling injury on duty Opening new files for CCMA and NBC Telesales Calculating leave days for the employees regionally Including all the duties I was performing as general administrator Helping Hr Manager by other queries from National Bargaining Council

Working period **nuo 2006.01 iki 2007.12**  
 Company name ITR Recruitment specialists  
 You were working at: Administrators  
 Occupation General administrator  
 What you did at this job position? VIP Payroll, printing employee's reports. Pastel Partner sending statements to customers. Calculating leave days for employees. Processing funeral funds regionally. Processing provident funds and UIF withdrawal forms regionally. Doing recons provident fund, for contract employees. Filling of invoices

Working period **nuo 2004.01 iki 2005.12**  
 Company name ITR Recruitment specialists  
 You were working at: Receptionists  
 Occupation Receptionists  
 What you did at this job position? Switch board operator Booking courier deliveries Control attendance Register Control staff to company conduct Typing office documents (C.V.'s for new employees) Sending and receiving fax documents Liaise with clients on day to day.

Working period	<b>nuo 2002.01 iki 2003.12</b>
Company name	ITR Recruitment specialists
You were working at:	Cleaners
Occupation	Cleaner
What you did at this job position?	Cleaning the offices Making coffee for the permanent employees and the visitors Helping with doing copies Release the receptionists while on lunch

### Education

Educational period	<b>nuo 2011.02 iki 2011.02</b>
Degree	Certificate
Educational institution	VIP
Educational qualification	VIP PAYROLL ADMINISTRATOR

  

Educational period	<b>nuo 2006.06 iki 2006.09</b>
Degree	Diploma

### Languages

Language	Speaking level	Understanding level	Writing level
English	very good	fluent	very good
Xitsonga	fluent	fluent	fluent
isiZulu	very good	very good	good
Sepedi	very good	very good	basic
Afrikaans	good	basic	good
Setswana	good	good	basic

### Computer knowledge

I have Windows level.1

### Conferences, seminars

I have done Receptionists certificate , VIP Payroll and Office administartor

### Recommendations

Contact person	Theresa Kruger
Occupation	Hr manager
Company	Lemon recruitment
Telephone number	062 987 2931

### Additional information

Your hobbies	I like nedball and volley ball
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Driver licenses	None
Salary you wish	7500 R per month
How much do you earn now	7100 R per month