



# Glenda Marishane

Curriculum Vitae (CV)

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

I am interested in working at your company.i have 18 Months experience in Human Resource Management.

I am a hard working dedicated worker who likes to give my best in everything i do. I am highly organised and efficient and I am now looking for a new environment to keep my skills up to date and continue emproving my experience.

I have passion for success and goal oriented that would push me to accomplish my set tasks.and also with my personable character I work well and communicate with others to contribute to team efforts.

Thank you for your consideration.

Kind Regards

Glenda Marishane.

Preferred occupation

**HR specialists**

Management, human resources jobs

**Secretaries**

Administrative jobs

**Generals**

General jobs

Preferred work location

**Johannesburg**

Gauteng

**Pretoria / Tshwane**

Gauteng

**Polokwane / Pietersburg**

Limpopo

**Mankweng**

Limpopo

**Dendron**

Limpopo

Lebowakgomo  
Limpopo

Marblehall  
Limpopo

Burgersfort  
Limpopo

Groblersdal  
Mpumalanga

Middelburg  
Mpumalanga

Witbank  
Mpumalanga

### Contacts and general information about me

Day of birth	1989-12-17 (36 years old)
Gender	Female
Residential location	Jane Furse Limpopo
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 2014.02 iki 2015.09</b>
Company name	limpopo Economic Development,Environment and Tourism(LEDET)
You were working at:	HR specialists
Occupation	Personnel Officer
What you did at this job position?	*Ensure that accurate job description is in place, Provide advice and assistance in writting job description, provide advice and assistance when conducting staff performance and evaluation, Provide basic counselling to staff that have performed related obstacles, Prepare notices and advertisements for vacant staff positions,Schedule and organise interviews, Participate in applicant interviews, Investigate and understand causes for staff abaences, Receive leave forms, Capturing and auditing leave, Provide staff orientation, Monitor daily attendance, organise staff training sessions,workshop and activities, Payslip distribution, Overtime management, Administer injury on duty, Administer change engagememt,Capturing of personnel data forms,Typing of reports,circulars and correspondence, Assist employee wit Pilir, Supervise 20 employees within EPWP project, Filling,copying and faxing, Dealing with incoming and outgoing mail, Collation and distribution of minutses,reports and other document

### Education

Educational period	<b>nuo 2010.07 iki 2011.12</b>
Degree	Certificate
Educational institution	CS Barlow Tvet College
Educational qualification	N6 cerificate In HRM
I could work	yes

#### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Sepedi	fluent	fluent	fluent
isiZulu	fluent	very good	do not know
Sesotho	fluent	fluent	good
Setswana	fluent	fluent	good
isiNdebele	very good	very good	do not know

#### Computer knowledge

Microsoft Word office,Excell

#### Recommendations

Contact person	Darius
Occupation	Field Ranger
Company	Department of Economic Development,Environment and tourism
Telephone number	0720568604
Email address	dariusrapanyane@gmail.com
Contact person	Mavis
Occupation	Operator
Company	Middelburg Mine (BHP)
Telephone number	0720279691
Email address	raesetjamavis@yahoo.com

#### Additional information

Your hobbies	I love reading,exercising and Baking.
Driver licenses	None
Salary you wish	R 12 000.00 R per month
How much do you earn now	R 0.00 R per month