



Khesani Mabasa

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for HR position where I can apply theoretical knowledge that I gained while refining my employment history. I am highly self motivated and deadline driven. I thrive under pressure with attention to details.

I have solid experience in establishing HR policies, Strategies, procedures, and have had direct responsibilities in the following functional areas: HR and Administration departmental issues, , Medical aid, Payroll, LRA, SDL, BCEA, B-BBEE, EEA skills.

If I am to be given the opportunity, I will contribute positively towards success within your organisation. Please find attached resume below.

Thank you

Preferred occupation Administrators
Administrative jobs

Preferred work location East Rand
Gauteng

Contacts and general information about me

Day of birth 1991-08-30 (32 years old)

Gender Female

Residential location East Rand
Gauteng

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
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Work experience

| | |
|------------------------------------|--|
| Working period | nuo 2017.06 iki dabar |
| Company name | Kees Beyers Chocolates |
| You were working at: | HR specialists |
| Occupation | HR Assistant- Operations |
| What you did at this job position? | • Retain current copies of amendment of BCEA, LRA, EEA, SDA, SDL, BBBEE and UIF. |

Education

| | |
|---------------------------|---|
| Educational period | nuo 2011.01 iki 2012.12 |
| Educational institution | PC Training and Business College |
| Educational qualification | Diploma in HRM |
| I could work | HR Officer, Hr Consulltant, HR Coordinator, HR Advisor, HR Specialist etc |

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English | fluent | fluent | fluent |

Computer knowledge

Word

Excel

Outlook

Office

Additional information

| | |
|--------------------------|------------------|
| Your hobbies | Socialising |
| Driver licenses | None |
| Salary you wish | 0000 R per month |
| How much do you earn now | 0000 R per month |