



# Raeesa Saib

Curriculum Vitae (CV)

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

My name is Raeesa, I am 27 years of age. I have at least six months of experience in the field of Human Resource. Referencing my CV, you will see that I have been deeply involved in a number of activities within the field of Human Resources at the Department of Health. I performed duties such as assisting with filing correspondences in personal files, leave files and EPMDS files. Taking of minutes in institutional HRD Meetings. Assisted with the distribution and advertising of bursaries. Capturing of leave on the government system, PERSAL under the supervision of the HR officer. Annotating leave. Compiling and preparing applications for shortlisting and interviews. Booking of transport for official trip in HR. Ordering stationery. Photocopying, faxing and emailing documents. Prior to working at the Department of Health as an HR in-service trainee, I worked as a cashier and a money market clerk at Shoprite, assisting customers on a one to one basis, handling money and assisting customers in paying utility bills and booking of bus/ airline tickets and processing online money transfers from one Shoprite to another.

I have developed strong customer skills and relations and I am confident that my specific skills and experience will qualify me to make an effective and positive contribution to the Institution/ organization.

I am a highly self motivated individual and consider myself to being a committed, focused and a dedicated worker. My strengths are my honesty, reliability and drive to succeed in whatever I attempt to achieve.

Given the opportunity, I will be committed and will strive to give off my best at all times to complete my duties.

I have just completed a National Diploma in Human Resource Management at UNISA. My academic record and certificate is attached on the last two pages of this CV.

I sincerely hope that my application will be given your humble consideration.

Preferred occupation

Administrators  
Administrative jobs

HUMAN RESOURCE ASSISTANT  
Management, human resources jobs

HR INTERNSHIP  
Management, human resources jobs

Preferred work location

Durban City

**Contacts and general information about me**

Day of birth	1990-02-11 (34 years old)
Gender	Female
Residential location	North Coast KwaZulu-Natal
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>

**Additional information**

Salary you wish	5000 R per month
How much do you earn now	0000 R per month