



Ntshidiseng Khumalo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a self motivated individual that copes well under pressure and prepared to work myself from the bottom, willing to learn new experiences which one comes across in the workplace environment. In terms of interpersonal communication, I am responsive to my colleagues and am eager to help whenever possible. I am good in team work, able to consider and analyse different opinions, and take the lead when necessary. I am good at persuading others by creating relationships based on mutual trust and understanding. I am a self motivated person with good time management and organising skills.

I believe my determination, commitment, loyalty and willingness to learn will show to be a great asset to your organization should the opportunity arise. I also strongly believe I can perform well all the delegated duties and task. I believe that my educational foundation, skills and experience can prove beneficial to your organisation and it will show off my full potential and utilise my skills and knowledge.

Preferred occupation	Human Resources Administrator Human Resources Management, human resources jobs
Preferred work location	Johannesburg Gauteng
	East Rand Gauteng

Contacts and general information about me

Day of birth	1989-04-01 (35 years old)
Gender	Female
Residential location	Sedibeng Gauteng
Telephone number	Information is available only for registered users. Sign in
Email address	Information is available only for registered users. Sign in

Work experience

Working period **nuo 2017.12 iki 2018**

Company name Global Direct

You were working at: Administrators

Occupation Recruitment Administrator

What you did at this job position? 1. Administration Updating personal files when required
 Attending to queries Organizing refreshments for meetings
 Issuing of payslips on a weekly basis Compiling weekly reports
 Validating account numbers and ID numbers Capturing Policy
 Trackers and Bells Upload sales to the CORE system Updating
 spreadsheets Greet and welcome guests as soon as they arrive
 at the office Direct visitors to the appropriate person and office
 Answer, screen and forward incoming phone calls Ensure
 reception area is tidy and presentable, with all necessary
 stationery and material (e.g. pens, forms and brochures)
 Provide basic and accurate information in-person and via
 phone/email Receive, sort and distribute daily mail/deliveries
 Maintain office security by following safety procedures and
 controlling access via the reception desk. Order front office
 supplies and keep inventory of stock Update calendars and
 schedule meetings Keep updated records of office expenses
 and costs Perform other clerical receptionist duties such as
 filing, photocopying, transcribing and faxing 2. Recruitment
 Placing of Ads Screening of CV's Shortlisting Booking and
 conducting interviews Arranging interview venue Drawing up
 contracts Assigning merchandise codes to the new employees

Working period **nuo 2013.05 iki 2017.04**

Company name National Department of Health

You were working at: Administrators

Occupation Administration Clerk

What you did at this job position? Key Responsibilities / Deliverables Administration and Support
 Managing filling system Faxing, email and making copies Data
 capturing Minutes taking Attending to queries Make follow-ups
 on payments Organizing refreshments for meetings Issuing of
 payslips and ensuring that payrolls are signed for authorization
 on a monthly basis Compiling monthly reports Financial
 administration Budget management Compile year monitoring
 report(IYM) on the utilization of the departmental budget Assist
 in the budget projection Respond to queries regarding budget
 expenditure Assist in shifting of funds Processing payments
 Process sundry payments for travel cost claims that is paid to
 the ex and current mine workers (patients) Process travel and
 subsistence (S&T) claims by staff members Process mileage
 claims Monitoring the progress and status of all the payments
 and ensuring that payments are made within 30 days as per
 treasury regulations Maintain entity banking details of service
 providers Receiving, checking and verifying that all service
 providers' invoices comply with PFMA and treasury policies and
 procedures before being processed for payment. Process
 invoice payments Management of petty cash Authorizing the
 withdrawal of the petty cash from the bank Reimbursement
 and reconciling of petty cash Logistics and procurement admin
 Liaise with travel agencies to make travel arrangements
 Completing request for local travel form Completing official
 travel authority form Completing of short term requisition form
 Ordering of stationery

Education

Educational period	nuo 2008.01 iki 2010.12
Degree	Diploma
Educational institution	Vaal University of Technology
Educational qualification	National Diploma in Human Resources Management

Languages

Language	Speaking level	Understanding level	Writing level
isiZulu	fluent	fluent	fluent
English	very good	very good	very good

Computer knowledge

MS office, Persal, BAS, CORE

Additional information

Your hobbies	Reading, writing and outdoor activities
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2014-08-00 (9 years)
Salary you wish	15000 R per month
How much do you earn now	8000 R per month