



# Simphiwe Mtshali

Curriculum Vitae (CV)

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

I have good computer skills  
Good communication skills  
Good interpersonal skills  
I can well under pressure  
Time management skill  
I can work with persal system

Preferred occupation	Data capturers Administrative jobs  Human resources administration Management, human resources jobs
Preferred work location	Pretoria / Tshwane Gauteng

## Contacts and general information about me

Day of birth	1995-10-26 (30 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
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 2016.12 iki 2018.05</b>
Company name	Piet Retief Hospital
You were working at:	HR specialists
Occupation	Human Resources Management
What you did at this job position?	Registry clerk duties, Switchboard operator, data Capturing on persal system, Recruitment and Selection

Working period	<b>nuo 2018.06 iki 2018.09</b>
Company name	Vonestra marketing
You were working at:	Sales agent
Occupation	Sales agent
What you did at this job position?	I worked with store such as Game,builders,Makro and CTM opening store accounts and also training new hired employees

### Education

Educational period	<b>nuo 2015.01 iki 2016.06</b>
Degree	Certificate
Educational institution	Majuba TVET College
Educational qualification	N6 Human resources management
I could work	as Human resources Clerk

### Languages

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

### Computer knowledge

I have Good computer Skills including:

Microsoft word

Microsoft Excel

Internet

Power point

### Conferences, seminars

I have attended conferences regarding Recruitment and Selection and also career guidance center

### Recommendations

Contact person	Sbongile Nkosi
Occupation	Human resources management Practioner
Company	Piet Retief Hospital
Telephone number	0711439225
Email address	sbongilen@mpuhealth.gov.za

### Additional information

Your hobbies	Reading Playing netball Singing
Salary you wish	7500 R per month