



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 (28 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2016.12 iki 2018.05
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	nuo 2018.06 iki 2018.09
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	nuo 2015.01 iki 2016.06
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