



Sepo Simwanga

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a graduate from the University of the Witwatersrand where I obtained a BA undergraduate degree majoring in Organisational psychology and English literature.

I am looking for a job in the field of HR, preferably within the Recruitment or Administration division,

I have a total of seven months Administration experience, six of which were obtained through a contractual position as a Registration Administrator at the South African Council for the Landscape Architectural Professional (SACLAP). In this position I was responsible for updating the database, photocopying, filing, scanning, printing as well as greeting guests and visitors.

During the course of my entry-level career I have also gained experience within recruitment at a recruitment agency; Sinakho Staffshop where I held the position of a researcher intern. I was responsible for basic administrative tasks, reception relief, maintaining and updating the database as well as checking through CV's and contacting candidates to discuss available positions.

I am a fast learner and a hard-worker. I am keen to gain more experience in the HR field and further enhance my skill set.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	1995-10-16 (28 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
Telephone number	Information is available only for registered users. Sign in
Email address	Information is available only for registered users. Sign in

Additional information

Salary you wish	9000 R per month
How much do you earn now	6500 R per month