



Happy Sibongile Sikwelane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

HR Related, Recruitment, Admin

| | |
|-------------------------|--|
| Preferred occupation | HR specialists Management, human resources jobs |
| Preferred work location | Witbank Mpumalanga Bronkhorspruit Gauteng |

Contacts and general information about me

| | |
|----------------------|---|
| Gender | Female |
| Residential location | Witbank Mpumalanga |
| 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 2006.12 iki 2009.02 |
| Company name | Eskom Kendal Power Station |
| You were working at: | Secretaries |
| Occupation | HR Secretary |
| What you did at this job position? | Secretarial duties |
| Working period | nuo 2009.03 iki 2020.06 |
| Company name | Kendal Power Station |
| You were working at: | HR specialists |
| Occupation | HR Assistant Officer |
| What you did at this job position? | Recruitment, monthly reports, performance management, data capturer, overtime stats, audits, reports, etc |

Education

| | |
|---------------------------|---------------------------------------|
| Educational period | nuo 2013.01 iki 2015.05 |
| Degree | Diploma |
| Educational institution | BMT College |
| Educational qualification | National Diploma in HRM and Practices |
| I could work | At HR, Recruitment, Admin |

Languages

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

Computer knowledge

MS Office

SAP

Recommendations

| | |
|------------------|-------------------|
| Contact person | Themba Hlatshwayo |
| Occupation | HR Manager |
| Company | Sasol |
| Telephone number | 083 258 4353 |

Additional information

| | |
|--------------------------|-------------------------------------|
| Your hobbies | Reading and Writing |
| Driver licenses | C1 Heavy Vehicle 3,500kg - 16,000kg |
| Driver license from | 2008-00-00 (18 years) |
| Salary you wish | 35000 R per month |
| How much do you earn now | 35000 R per month |