



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

Information is available only for registered users.

[Sign in](#)

Email address

Information is available only for registered users.

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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 (16 years)
Salary you wish	35000 R per month
How much do you earn now	35000 R per month