

ZIKHONA BUNU

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OBJECTIVE

To work in an organization where I can use my experience & skills in administration of facilities for the benefit of the organization.



EDUCATION

Advanced Diploma: Human Resources Management | Cape Peninsula University of Technology

JANUARY 2021 – JANUARY 2022

National Diploma: Human Resource Management | Cape Peninsula University of Technology

JANUARY 2016 – NOVEMBER 2018



EXPERIENCE

Sales Co-Ordinator Intern | Medtronic

21 NOVEMBER 2021 – 21 NOVEMBER 2022

- Administration and support for sales team.
- Stock returns and receiving.
- Customer service and Customer liaison.
- Participating in meetings.
- Assisting with Commercial Invoice clearing.
- Co-travelling with Reps to theatre for case attendance.
- Attended cadavers' trainings.

HR In-service Training | Ricardo Joseph Consultancy

01 OCTOBER 2018 – 29 MARCH 2019

- Monthly Attendance and Time Sheet Management
- General HR Administration
- EPWP Report Administration
- Filing and Telephone Management
- Administration of Payroll and Pay-run
- Administration of leaves and Record keeping in Excel
- Observing Disciplinary Hearing and Interpretation



SKILLS

- Problem-solving
- Verbal & written communication
- Building relationships
- Customer responsiveness

- Organizational awareness
- Drive and energy

- Ethical behavior



ACTIVITIES

- **CRICE Excluding Sterile Field Certificate**
- **SAP Human Capital Management (HCM) ERP Foundation**
- **Information Literacy**