JOHN DOE

+264 81 123 4567

Walvis Bay, Namibia

johndoe@gmail.com

PERSONAL ESSENTIALS

Name	John Doe
Gender	Male
Nationality	Namibian
Driver's License	Code B
Languages	English, Oshiwambo, Afrikaans

EDUCATION BACKGROUND

Bachelor Degree in Business Management
(NQF Level 7)
University of Namibia (UNAM)
Year: 2022

Namibia Senior Secondary Certificate NSSC (Grade 11 — 12)
Name of secondary School
Year: 2011 — 2012

TRAINING/SHORT COURSES

- Sage HR & Payroll
- In-Service Training on Communication skills
- Customer Service Training
- Namibia Public Procurement Procedures

PROFILE SUMMARY

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PROFFESIONAL SKILLS AND ABILITIES

- Excellent communication skills
- Basic Pastel Accounting
- Sage Payroll & HR Software
- Microsoft Office Literate (Word, Excel, PowerPoint and Outlook)
- Able to work on own initiative and to tight deadlines.
- High level of attention to detail
- Well organized & Flexible
- Assertive and Teamwork
- Good time management
- Emotional intelligence
- Administrative skills

CAREER SUMMARY

Your Occupation goes here
Company Name | 23 April 2016 – 30 April 2022

Duties and Responsibilities:

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REFERENCES

Mr. Full Name
Chief Human Resources Practitioner
Company Name
Tel: +264 61 123 456334

Mrs. Full Name
Chief Human Resources Practitioner
Company Name
Tel: +264 61 123 456334

Ms. Full Name
Chief Human Resources Practitioner
Company Name
Tel: +264 61 123 456334

Your Occupation goes here
Company Name | 23 April 2016 – 30 April 2022

Duties and Responsibilities:

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CURRICULUM VITAE

JANE DOE

+264 81 123 4567

Walvis Bay, Namibia

janedoe@gmail.com

PROFILE SUMMARY

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PERSONAL ESSENTIALS

Name	Jane Doe
Gender	Female
Nationality	Namibian
Driver's License	Code B
Languages	English, Oshiwambo, Afrikaans

SKILLS AND ABILITIES

- Excellent communication skills
- Sage Payroll & HR Software
- Microsoft Office Literate (Word, Excel, PowerPoint and Outlook)
- High level of attention to detail
- Well organized & Flexible
- Assertive and Teamwork
- Good time management
- Emotional intelligence
- Administrative skills

EDUCATION BACKGROUND

Bachelor Degree in Business Management
(NQF Level 7)
University of Namibia (UNAM)
Year: 2022

Namibia Senior Secondary Certificate
NSSC (Grade 11 — 12)
Name of secondary School
Year: 2011 — 2012

WORK EXPERIENCE

Your Occupation goes here
Company Name | 23 April 2016 – 30 April 2022

Duties and Responsibilities:

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TRAINING/SHORT COURSES

- Sage HR & Payroll
- In-Service Training on Communication skills
- Customer Service Training
- Namibia Public Procurement Procedures

REFERENCES

Mr. Full Name
Chief Human Resources Practitioner
Company Name
Tel: +264 61 123 456334

Mrs. Full Name
Chief Human Resources Practitioner
Company Name
Tel: +264 61 123 456334

Ms. Full Name
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Company Name
Tel: +264 61 123 456334

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Company Name | 23 April 2016 – 30 April 2022

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CURRICULUM VITAE OF JANE DOE

CONTACT DETAILS

+264 81 123 4567

Janedoe@gmail.com

Windhoek, Namibia

PERSONAL ESSENTIALS

Name	Jane Doe
Gender	Female
Nationality	Namibian
Driver's License	Code BE
Languages	English, Afrikaans, and Oshiwambo

EDUCATION BACKGROUND

Bachelor of Industrial and Labour Relations Honours
Namibia University of Science and Technology
Year: 2016

Masters of Business Administration (MBA) – Human Resources Specialised
International University of Management (IUM)
Year: 2012

Post-Graduate Diploma in Law (Arbitration & Conciliation)
University of Namibia (UNAM)
Year: 2003

CAREER SUMMARY

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WORK EXPERIENCE

Acting Deputy Director Grade 4
Office of the Labour Commissioner — Ministry of Labour, Industrial Relations and Employment Creation | 01 August 2023 — to date

Duties and Responsibilities:

- Conciliation of labour disputes;
- Arbitration of labour disputes;
- Supervising of Chief Arbitrators and Arbitrators;
- Conducting performance appraisals of Arbitrators;
- Attending to any enquiry related to conciliation and arbitration cases of other arbitrators;
- Assisting the Acting Labour Commissioner in ensuring that the Office is delivering services to the public as per its mandate;
- Attending meetings that have to do with the Office's operations e.g. management meeting, ministerial meetings etc;
- Attending to any other duty which is assigned to me by the Acting Labour Commissioner or by the Executive Director.

Chief Arbitrator
Office of the Labour Commissioner - Ministry of Labour, Industrial Relations and Employment Creation | 01 August 2022 — July 2023

Duties and Responsibilities:

- Conciliating and arbitrating labour disputes and help to promote harmonious industrial relations;
- Rendering advisory services to social partners on general and specific aspects of the Labour Act (Act 11 of 2007);

SKILLS & ABILITIES

- Adept at making timely and sound decisions
- Great understanding of financial principles and the ability to manage budgets and resources efficiently
- In-depth understanding of relevant laws and regulations
- Good Leadership & Decision making
- Proficiency in mediation techniques
- Ability to conduct thorough legal research
- Excellent communication and organizational skills
- Planning, coordinating and Administrative skills
- Strong interpersonal skills
- Ability to work independently
- Attention to details
- Computer Literate

REFERENCES

Mr. Full Name
Chief Human Resources Practitioner
Company Name
Tel: +264 61 123 4564

Mrs. Full Name
Chief Human Resources Practitioner
Company Name
Tel: +264 61 123 4564

Ms. Full Name
Chief Human Resources Practitioner
Company Name
Tel: +264 61 123 4564

Acting Deputy Director Grade 4
Office of the Labour Commissioner — Ministry of Labour, Industrial Relations and Employment Creation | July 2015 — July 2022

Duties and Responsibilities:

- Conciliation of labour disputes;
- Arbitration of labour disputes;
- Supervising of Chief Arbitrators and Arbitrators;
- Conducting performance appraisals of Arbitrators;
- Attending to any enquiry related to conciliation and arbitration cases of other arbitrators;
- Assisting the Acting Labour Commissioner in ensuring that the Office is delivering services to the public as per its mandate;
- Attending meetings that have to do with the Office's operations e.g. management meeting, ministerial meetings etc;
- Attending to any other duty which is assigned to me by the Acting Labour Commissioner or by the Executive Director.

CURRICULUM VITAE OF JOHN DOE

JD

CONTACT DETAILS

+264 81 123 4567

Windhoek, Namibia

Johndoe@gmail.com

PERSONAL ESSENTIALS

Name	John Doe
Gender	Male
Nationality	Namibian
Driver's License	Code C1
Languages	English and Afrikaans

EDUCATION BACKGROUND

Namibia Senior Secondary Certificate NSSC (Grade 11 — 12)
Name of School Attendant
Year: 2012 — 2013

SHORT COURSE AND TRAINING

- Emergency Care Practitioner – Intermediate
- Emergency Care Practitioner – Basic
- First Aid Level A
- Health & Safety Representative
- Industrial Fire Fighter
- ITLS

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PROFESSIONAL SKILLS AND ABILITIES

- Excellent communication skills
- Strong Mentality
- Assertiveness and Teamwork
- Well organized & Flexible
- Planning and organizational skills
- Pro-active and results oriented
- Can multi-task and efficiently work under pressure
- Good Customer Services
- Great Leadership Skills
- Patience when dealing with others
- Numerical and analytical skills
- Interpersonal and detail oriented skills
- Microsoft Office Literate (Word, Excel, PowerPoint and Outlook)

WORK EXPERIENCE

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Company Name | 23 April 2016 – 30 April 2022

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