



Monique Louw

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am currently looking for any HR job. I believe I have the capabilities and knowledge to fulfill a job in that department. I am always ready to learn and take on new challenges and I believe in transparency and openness. I have achieved great organisational skills during my internship programme thus I believe that I should be hired because, I believe I can be a great asset to the company and my contribution will also be noticed. I am a hard working individual and I get to tasks done on time.

Your consideration for my application will be highly appreciated.

Preferred occupation	Personal assistant Administrative jobs
	HR intern Management, human resources jobs
Preferred work location	Welkom Free State
	Bloemfontein Free State

Contacts and general information about me

Day of birth	1996-05-25 (28 years old)
Gender	Female
Residential location	Bloemfontein Free State
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 2018.08 iki 2019.01**
 Company name Department of rural development and land reform
 You were working at: HR intern
 Occupation HR intern
 What you did at this job position? I made copies and faxed documents, i worked on persal, i recorded leave forms on persal, i updated the register on book and on system. I made quality assurance of employee's performance agreements and job descriptions. I answered and transfered calls. I filled leave forms accordingly and recorded incoming and outgoing mails. I learned about HR disputes and hearings. I learned about code of conducts in a workplace

Working period **nuo 2019.02 iki 2019.09**
 Company name Department of Education Free state
 You were working at: HR intern
 Occupation HR intern
 What you did at this job position? I recorded incoming and outgoing files, i worked on persal, recorded leave forms on system and i worked with PDMs, i matched employee's job description with performance agreements

Education

Educational period **nuo 2016.02 iki 2018.12**
 Degree Diploma
 Educational institution Damelin College Free state
 Educational qualification Diploma in Human Resource Management

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	very good	very good	good
Sesotho	good	good	good
Setswana	fluent	very good	very good

Computer knowledge

Microsoft
 Excel
 PowerPoint
 Microsoft/Word

Additional information

Your hobbies Watching latest news
 Reading

Driver licenses

None

Salary you wish

8000 R per month