



Paulina Maine

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have the administration experience and I have N6 in Human Resources and Management. And I believe that with the knowledge that's instilled within me and the experience that I have gained so far I can contribute in the growth of the organisation that will hire me and excell in the field of my expertise. I would also like to be part of decision making in the organisation so that I can also give ideas that might assist the organisation in growing and reaching the next level of success.

Preferred work location Bloemfontein
Free State

Contacts and general information about me

Day of birth 1997-04-20 (27 years old)
Gender Male
Residential location Botshabelo
Free State
Telephone number *Information is available only for registered users.*
[Sign in](#)
Email address *Information is available only for registered users.*
[Sign in](#)

Work experience

Working period **nuo 2018.03 iki 2019.09**
Company name SAPS
You were working at: Administrators
Occupation Administration intern
What you did at this job position? Operating switch board and record all daily maintenance of the unit and update the leave register and retrieve and attend all emails. Attend meetings and take minutes. Filling and sorting of documents.

Education

Educational period	nuo 2016.01 iki 2018.11
Degree	Diploma
Educational institution	Motheo TVET College
Educational qualification	Human resources N6
I could work	Administration and Human resources related duties

Languages

Language	Speaking level	Understanding level	Writing level
English	good	very good	fluent

Recommendations

Contact person	Captain Tsomane
Occupation	Unit Commander
Company	SAPS
Telephone number	0726860344
Email address	Ezratsoman@gmail.com

Additional information

Your hobbies	Reading Novels, playing mind games and cooking
Driver licenses	None
Salary you wish	R 10 000 R per month
How much do you earn now	R 3 000 R per month