



# Hlamalani Pestor Baloyi

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

Good communication skill( oral and writing). Presentation and organising skills. Time management. Ability to work under pressure. I love being in the front desk and people also love my services. I'm a respectful person who encourages team work where ever I am. I also love challenges. I am eager to learn new things in my daily life.

Preferred occupation	Data capturers Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

## Contacts and general information about me

Day of birth	1993-10-29 (31 years old)
Gender	Female
Residential location	Louis Trichardt Limpopo
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2016.04 iki 2020.12</b>
Company name	Department of health
You were working at:	Administrators
Occupation	Administration clerk
What you did at this job position?	Registering patients on HPRS system. Filling and retrieving patients files. Archiving and disposal of records. Operating TIER.NET. Data capturing. Statistics writing
Working period	<b>nuo 2015.01 iki 2016.03</b>
Company name	E&Sons Auto Repair and services
You were working at:	Receptionist
Occupation	Receptionist
What you did at this job position?	Receiving messages telephonically and emails. Photocopying and typing. Welcoming clients. Messenger

**Education**

Educational period                    **nuo 2007.01 iki 2011.11**  
 Degree                                      Grade 12 / Matric  
 Educational institution                Waterval high  
 Educational qualification             Diploma  
 I could work                              As a messenger or receptionist

Educational period                    **nuo 2017.01 iki 2018.08**  
 Degree                                      Certificate  
 Educational institution                Avuxeni computer Skills  
 Educational qualification             ICT Office Administration  
 I could work                              As Administration clerk or Data Capturer

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	fluent	fluent	fluent
Xitsonga	fluent	fluent	fluent
Tshivenda	fluent	fluent	very good
Sepedi	good	good	basic

**Computer knowledge**

I am very good in operating a computer

**Recommendations**

Contact person                         Ringani N.D  
 Occupation                                Acting operational manager  
 Company                                    Helderwater clinic  
 Telephone number                        0158737924

Contact person                         Baloyi R.A  
 Occupation                                Manager  
 Company                                    E&Sons Auto Repair and services  
 Telephone number                        0152930145

**Additional information**

Your hobbies                              Reading, Exercising and Soccer  
 Driver licenses                            C1 Heavy Vehicle 3,500kg - 16,000kg  
 Driver license from                        2014-03-00 (10 years)  
 Salary you wish                            R8000 R per month  
 How much do you earn now             R0 R per month

