



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> Sign in

Work experience

Working period	nuo 2016.04 iki 2020.12
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	nuo 2015.01 iki 2016.03
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

Language	Speaking level	Understanding level	Writing level
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

