



Tseko Solomon Mogapi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I AM LOOKING FOR ADMIN OR HR JOB.

I matriculated in 1997 and complete my HRM Diploma 2014

Certificate in Public office administration 2017and higher certificate in management development which is not completed yet.

I was employed as a data capturer at Department of housing at Kimberley from 2004 to 2005 my duties was to accumulating data, capturing of collected and project data(contract expired). Then went to ABSA bank as a processing officer from 2005-2008, duties are to perform all administration regarding to home loans, capturing and processing application, handling telephone calls, filling, control movement of files manual and electronically (retrenched). currently I am employed by Department of Education as administration clerk from 2011 to date. My duties is: To manage effective procurement and administration of stock, stationery and learning material; To execute a support service to management & clients on matters related to Finances; To execute effective administration of general office administration; and Execute a support service to management & clients on matters related to Human Resource Management.

My knowledge are educational policy related to schools, public service regulation, performance development management system and human resource management.

Skills are: interpersonal, communication, report writing, listening and computer.

My values/attitudes are: client orientation, integrity, involvement, commitment, loyalty, punctuality, honestly and presentable.

My weak point is hard to say NO and my strong point its easy to say YES

I am eager to work and learn. able to work individual and in a team. with my working experience I believe that I can contribute a lot to your company.

Preferred occupation Administrators
Administrative jobs

Preferred work location Kimberley
Northern Cape

Contacts and general information about me

Day of birth 1975-09-10 (49 years old)

Gender	Male
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

Additional information

Salary you wish	15.000 R per month
How much do you earn now	10.000 R per month