



Codesa Diale

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am Codesa Diale and I am an Hardworking, experienced and self-motivated HR Assistant with several years of experience serving as a supporting and integral employee at an HR department. Among others, experienced as HR Assistant/Secretary, Receptionist and Office Administrator. I bring forth the ability to manage an office setting with poise and grace, in addition to managing a variety of administrative duties. I am eager to join a new team with dedication and passion.

| | |
|-------------------------|--|
| Preferred occupation | Administration Mining jobs |
| | Filing clerk Administrative jobs |
| | Generals General jobs |
| Preferred work location | Polokwane / Pietersburg Limpopo |
| | Sedibeng Gauteng |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1992-02-07 (32 years old) |
| Gender | Female |
| Residential location | Polokwane / Pietersburg Limpopo |
| 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 2007 iki 2019.07**
 Company name Elias Motsoaledi Local municipality
 You were working at: HR intern
 Occupation HR Learner
 What you did at this job position? I was part of a team that was responsible: • Human Resource Development; • Organizational Development; • Human Resource Management; • Labour Relation; • Occupational Health and Safety; and • Also served as HR Secretary and Receptionist.

Working period **nuo 2021.05 iki 2022.06**
 Company name Sekhukhune TVET College
 You were working at: HR intern
 Occupation HR intern
 What you did at this job position? I was part of a team that was responsible: • Human Resource Development; • Organizational Development; • Human Rcesource Management; • Labour Relation; • Occupational Health and Safety; and • Also served as HR Secretary and Receptionist

Working period **nuo 2022.07 iki dabar**
 Company name Department of Public Work and Infrastructure
 You were working at: HR specialists
 Occupation HR Assistant
 What you did at this job position? Filling, Receiving leaves forms, capturing them on the system, appointing new employees, terminating,

Education

Educational period **nuo 2007.01 iki 2013.12**
 Degree Grade 12 / Matric
 Educational institution Lewalemolomo secondary School
 Educational qualification Grade 12 certificate
 I could work Hard

Educational period **nuo 2014.01 iki 2017.06**
 Degree Diploma
 Educational institution Sekhukhune TVET College
 Educational qualification Diploma in Human Resources Managent
 I could work Hard

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| Sepedi | fluent | fluent | fluent |

| | | | |
|------------|--------|--------|--------|
| English | fluent | fluent | fluent |
| isiNdebele | basic | basic | basic |

Computer knowledge

Proficient in MS Office package: Microsoft Word, Excel, Access, Power Point,

Conferences, seminars

N/A

Recommendations

| | |
|------------------|-------------------------------------|
| Contact person | Mr. J Tholo |
| Occupation | HRD Officer |
| Company | Elias Motsoaledi Local Municipality |
| Telephone number | 071 613 3962 |
| Email address | jtholo@emlm.gov.za |

Additional information

| | |
|--------------------------|------------------|
| Driver licenses | None |
| Salary you wish | 5000 R per month |
| How much do you earn now | 4500 R per month |