



Tlotlo Oratile Mokgaje

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for a job where I can learn and enjoy. I have an N6 certificate in public management and studying Human resources management. I have been volunteering at Department of Social Development - Dr Kenneth Kaunda. I have worked as an HR volunteer and a Personal Assistant of an Acting chief director for institutions and management support..

Human resources management skills :

Profiling of CVS

Capturing of leave in persal system

Capturing of overtime claims on persal system

Scribe during HR meetings

Liaise with p/o on coordinating planned training

Advice for payment e.g Housing Allowance

General enquiries on persal and HR matters

Compile motivations and requests

Personal Assistant skills :

Schedule meetings and manage calendar

Answer phone calls and take messages

Scribe during meetings

Preparing weekly movement sheets

Compile traveling claims

Delegate work in the managers absence

Preferred occupation

Receptionist
Administrative jobs

Preferred work location

Klerksdorp
North West

West Rand
Gauteng

Contacts and general information about me

Day of birth 1998-06-11 (26 years old)
 Gender Female
 Residential location Klerksdorp
 North West
 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 2020.10 iki 2022.09**
 Company name Department of Social Development
 You were working at: Generals
 Occupation Volunteer
 What you did at this job position? Human resources volunteer and PA volunteer

Education

Educational period **nuo 2017.01 iki 2018.12**
 Degree Certificate
 Educational institution Western college
 Educational qualification Public management N6
 I could work Immediately

Languages

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

Computer knowledge

Excel , PowerPoint and word

Conferences, seminars

None

Additional information

Your hobbies Reading
 Packing
 Driver licenses B Light Vehicle ≤ 3,500kg
 Driver license from 2019-03-00 (5 years)
 Salary you wish R7000 R per month

How much do you earn now

R0.00 R per month