



# Tshepo Mphela

Curriculum Vitae (CV)

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

I'm looking for in-service training for HRM and also administrative jobs that can boost my career whether it could be admin assistant or personal assistant or filing clerk or assistant receptionist....

I'm fast in term of typing, I excel in Ms office, I'm able to work under pressure and good communication skills both verbal and nonverbal.

Preferred occupation

Personal assistant  
Administrative jobs

Operations Clerk  
Administrative jobs

Filing clerk  
Administrative jobs

HR intern  
Management, human resources jobs

Data capturers  
Administrative jobs

Preferred work location

Lephalale / Ellisras  
Limpopo

## Contacts and general information about me

Day of birth

1998-05-12 (26 years old)

Gender

Male

Residential location

Lephalale / Ellisras  
Limpopo

Telephone number

*Information is available only for registered users.*  
[Sign in](#)

Email address

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## Education

Educational period	<b>nuo 2021.01 iki 2022.12</b>
Degree	Certificate
Educational institution	Lephalale TVET college
Educational qualification	Human resources management N4, N5 and N6
I could work	As admin assistant, receptionist, filing clerk and any work relating to Ms office

### Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good

### Computer knowledge

Microsoft office ( word, Excel, Powerpoint and Onenote.

### Additional information

Salary you wish	R7000 R per month
How much do you earn now	No R per month