



# Mongatane Desiree Maloka

Curriculum Vitae (CV)

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

I am a highly organized, dedicated, administrator and Human resource officer, with proven ability to improve working environment and a commitment to employee welfare. Sensitive to employee concern, I possess strong interpersonal skills, demonstrating the utmost discretion and integrity when dealing with confidential information. I seek challenging opportunities where I can fully use my skills for the success of the organization. I am fully responsible for excellent service delivery, while maintaining the highest form of discipline. I am open to learning and I wish to work for an organization that can invest in me long term while I yield positive results in return.

### Preferred occupation

**Data capturers**

Administrative jobs

**HR intern**

Management, human resources jobs

**Personal assistant**

Administrative jobs

**Receptionist**

Administrative jobs

### Preferred work location

**Secunda**

Mpumalanga

**Middelburg**

Mpumalanga

**East Rand**

Gauteng

**Mbombela / Nelspruit**

Mpumalanga

## Contacts and general information about me

Day of birth

1997-06-29 (27 years old)

Gender

Female

Residential location

Marblehall

Limpopo

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	<b>nuo 2019.09 iki 2021.04</b>
Company name	phokwane circuit office
You were working at:	Recruitment professional
Occupation	intern
What you did at this job position?	records management, admin duties, HR development management, PMDS, training duties
Working period	<b>nuo 2021.11 iki 2022.08</b>
Company name	MOREKO SECONDARY SCHOOL
You were working at:	Administrators
Occupation	EDUCATION ASSISTANT
What you did at this job position?	eCadre, filling, data capturing, keeping registers up to date in sift and hard copy, typing official letters and minutes, keeping record

**Education**

Educational period	<b>nuo 2017.01 iki 2018.06</b>
Degree	Certificate
Educational institution	SEKHUKHUNE TVET COLLEGE
Educational qualification	HUMAN RESOURCE MANAGEMENT

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	very good	very good	very good
isiZulu	good	good	basic
Sepedi	fluent	fluent	fluent

**Computer knowledge**

MICROSOFT OFFICE

**Recommendations**

Contact person	MAKUNYANE LERATO
Occupation	DEPUTY PRINCIPAL
Company	MOREKO SECONDARY SCHOOL
Telephone number	0828470174
Email address	lbmakunyane@yahoo.com

Contact person	MATLALA MAUREEN
Occupation	CIRCUIT MANAGER
Company	PHOKOANE CIRCUIT OFFICE
Telephone number	0829531575

#### **Additional information**

Your hobbies	MODELLING SINGING DANCING WRITING
Driver licenses	None
Salary you wish	5000.00 R per month
How much do you earn now	0.00 R per month