



# Tshepiso Phala

Curriculum Vitae (CV)

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

I am looking for a paralegal job or administration job since I have a national diploma in Legal Assistance

I am a multi-skilled ambitious and hard working person who is result oriented. I am not afraid to venture into things I have not done before, I believe that everything requires a dynamic and versatile individual who is eager to explore new things, I am always will to learner and improve my knowledge, skills and competence with intention of accomplishing short and long term goals

Preferred occupation	<b>Paralegals</b> Law, legal jobs  <b>Secretaries</b> Administrative jobs  <b>Debtors clerk</b> Administrative jobs  <b>Miners</b> Mining jobs
Preferred work location	<b>Johannesburg</b> Gauteng

## Contacts and general information about me

Day of birth	1998-02-23 (26 years old)
Gender	Female
Residential location	<b>Johannesburg</b> Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period **nuo 2020.08 iki 2020.11**  
 Company name Emthunzini Primary School  
 Occupation Covid 19 screener  
 What you did at this job position? I was as a Covid 19 my duty was to adherence to Covid 19 standard operating procedures, supervising social distance among school learners and taking register temperature and vital

Working period **nuo 2020.12 iki 2021.04**  
 Company name Emthunzini Primary School  
 Occupation Educator Assistant  
 What you did at this job position? I was working as a Educator Assistant and my duty was to get a classroom ready for lessons, helping learners who need extra support to complete tasks, supporting teachers in managing class behaviour and carrying out administrative task

Working period **nuo 2021.11 iki 2022.08**  
 Company name Magaduzela Primary School  
 Occupation Educator Assistant  
 What you did at this job position? I was working as a Educator Assistant, I was assisting at admin office with administration work

Working period **nuo 2022.09 iki 2023.03**  
 Company name Kings&Queens Behaviour Change Institute  
 Occupation Admin clerk  
 What you did at this job position? I use to perform admin duties

### Education

Educational period **nuo 2013.01 iki 2015.12**  
 Degree Grade 12 / Matric  
 Educational institution Mafu high school  
 Educational qualification Senior Certificate

Educational period **nuo 2017.02 iki 2021.04**  
 Degree Diploma  
 Educational institution Tshwane University Of Technology  
 Educational qualification Legal Assistance  
 I could work Paralegal, secretary

### Languages

Language	Speaking level	Understanding level	Writing level
isiNdebele	fluent	very good	very good
Sepedi	fluent	very good	basic

English

fluent

very good

very good

### Computer knowledge

MS WORD

MS EXCEL

MS POWER POINT

### Recommendations

Contact person	Keneilwe Mahlangu
Occupation	Teacher
Company	Magaduzela Primary school
Telephone number	0762303324
Email address	mahlangukeneilwe@gmail.com

### Additional information

Your hobbies	Reading novels Hiking Music, singing at church choir
Driver licenses	None
Salary you wish	10 000 R per month