



Paulina Khomotso Phalama

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Office relayed position as I have studied Human resources managemen. But I am up for expanding meaning can do other tasks that are not related .I am very good with computer and engaging with people.

Preferred occupation

Administrators

Administrative jobs

Receptionists

Hotel jobs

Personal assistant

Administrative jobs

Filing clerk

Administrative jobs

Miners

Mining jobs

Government jobs

Government jobs

HR intern

Management, human resources jobs

Other jobs

Other jobs

Housekeeper

Hotel jobs

Data capturers

Administrative jobs

Collections paralegal

Law, legal jobs

Manufacturing jobs

Manufacturing jobs

Academic officer

Management, human resources jobs

Customer care agent

Administrative jobs

Cleaners

Labour jobs

	Secretaries Administrative jobs
	Dispatchers Administrative jobs
Preferred work location	Johannesburg Gauteng
	Rustenburg North West
	Hartbeespoort North West
	East Rand Gauteng
	Polokwane / Pietersburg Limpopo
	West Rand Gauteng
	Lebowakgomo Limpopo
	Mankweng Limpopo
	Middelburg Mpumalanga

Contacts and general information about me

Gender	Female
Residential location	Pretoria / Tshwane Gauteng
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 2017.01 iki 2017.12
Company name	RAIDHI SCHOOL OF HEALTH
You were working at:	Administrators
Occupation	Admin clerk
What you did at this job position?	Filing,distributing mails,answering call,capturing students

Education

Educational period **nuo 2016.01 iki 2022.06**
 Degree Certificate
 Educational institution Brooklyn city college
 Educational qualification Human resource management n4-n6
 I could work As an Hr intern,administrative and other fields

Educational period **nuo 2018.06 iki 2022.06**
 Degree Diploma
 Educational institution Unisa
 Educational qualification Diploma in Law(in progress)
 I could work As a paralegal,legal secretary and other legal aspects

Languages

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

Computer knowledge

Microsoft word,excel

Additional information

Your hobbies Love reading,playing cricket and socializing with people
 Salary you wish R5000 R per month