



Tholakele Maxoki

Curriculum Vitae (CV)

What job i'm looking for? My positive points

All jobs related to human resource management, I have Diploma in Human resource management.

I'm a hardworking person also a fast a learner.

I work well as a team but also can function independently if the task requires.

Computer knowledge, Ms word, EXCEL, OUTLOOK

Good communication skills.

Preferred occupation HR intern
Management, human resources jobs

Preferred work location Mount Frere
Eastern Cape

Contacts and general information about me

Day of birth 1995-09-16 (29 years old)

Gender Female

Residential location Mount Frere
Eastern Cape

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 2018.09 iki 2020.02**

Company name Alfred Nzo District Municipality

You were working at: HR intern

Occupation Registry Intern

What you did at this job position? Operate office machines in relation to registry functions, Process documents for archiving and disposal, Electronic scanning of files and keep daily records, Render an effective filling and record management service, Handle telephonic and other enquiries received, Handle incoming and outgoing correspondences :receive all mail,sort, register and dispatch.

Education

Educational period **nuo 2012.01 iki 2014.12**
 Degree Grade 12 / Matric
 Educational institution Zwelakhe SSS
 Educational qualification Grade 12

Educational period **nuo 2016.01 iki 2017.06**
 Degree Diploma
 Educational institution Ingwe TVET COLLEGE
 Educational qualification National Diploma in Human Resource Management

Languages

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

Computer knowledge

Ms word
 Excel
 Outlook

Recommendations

Contact person Thembeka Mbiko
 Occupation Senior Admin Officer
 Company Alfred Nzo District Municipality
 Telephone number 039 254 5139
 Email address tmbiko@andm.gov.za

Additional information

Your hobbies Reading
 Listening radio
 Netball
 Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg
 Driver license from 2019-11-00 (5 years)
 Salary you wish 10000 R per month