



# Kamogelo Thabetha

Curriculum Vitae (CV)

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

HR intern

Job entry level

Preferred occupation

**HR intern**

Management, human resources jobs

**Filing clerk**

Administrative jobs

**Data capturers**

Administrative jobs

**Academic officer**

Management, human resources jobs

Preferred work location

**Polokwane / Pietersburg**

Limpopo

## Contacts and general information about me

Day of birth

1998-12-14 (25 years old)

Gender

Female

Residential location

Pretoria / Tshwane

Gauteng

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 2022.01 iki 2022.12**

Company name

Parkton college

You were working at:

Receptionists

Occupation

Volunteering as Admin assistant

What you did at this job position?

Filing, data capturing, greeting visitors, scheduling meetings, helping students with their portal,

Working period **nuo 2023.05 iki 2023.09**  
 Company name Maduma primary  
 You were working at: Teachers  
 Occupation Assistant teacher  
 What you did at this job position? Teaching students, assisting teachers in the classroom.  
 Cleaning the classroom, toilet and yard

**Education**

Educational period **nuo 2021.05 iki 2022.12**  
 Degree Honours  
 Educational institution University of Venda  
 Educational qualification Honors in Human Resource management  
 I could work As an HR assistant, administrators, receptionist

Educational period **nuo 2017.01 iki 2020.12**  
 Degree Degree  
 Educational institution University of Venda  
 Educational qualification Bachelor degree in Human Resource management  
 I could work Human Resource intern. Administrator. Receptionist

Educational period **nuo 2012.01 iki 2016.12**  
 Degree Grade 12 / Matric  
 Educational institution Mmamolope Secondary School  
 Educational qualification Grade 22

**Languages**

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

**Computer knowledge**

I have knowledge of Microsoft Word. Excel, PowerPoint.  
 I also have knowledge of outlook and internet.

**Additional information**

Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg  
 Driver license from 2022-00-00 (2 years)  
 Salary you wish 9000 R per month  
 How much do you earn now 00 R per month