



Masego Molefe

Curriculum Vitae (CV)

What job i'm looking for? My positive points

My reputation amongst my colleagues and clients is something that I dearly respect and uphold in a professional standard.

Loyalty, respect, integrity and willing to accept and bring changes within the work environment are what I promise to the department, by executing my duties and functions to the best of my ability.

I am looking for a role in which I can use my skills for the benefit of the company and one that will help me grow in my career.

I am confident that my skills and my willingness to learn will bring an asset to your company.

Wishing and hoping that my application will be considered for the position.

Preferred occupation

- Administrators**
Administrative jobs
- Data capturers**
Administrative jobs
- Operations Clerk**
Administrative jobs

I am a hardworking, quick learning, team player. I have more than 6 years' experience in Corporate Services of which I have been a Project

Coordinator's Assistant (2 months) and an information Analyst (6years) and the following are my qualifications:

- BA Psychology & Criminology
- BA Hons Criminology
- BA Hons Psychology
- Victim Empowerment and support short course certificate
- Certificate in Online Intelligence Ciims Software and Introduction to Crime Intelligence Analysis Course
- Member of the Golden Key Honor Society

Most recently i was an Information Analyst at Online Intelligence and my responsibilities and competencies include

- 1) Research Skills
 - Search for open information (Internet, media, public documents and papers, archives)

- Search of databases
- Information gathering

2) Info processing, info management, evaluation, collation, analysis and dissemination

- Document and data management for allocated focus area.
- Capturing of relevant info (excel, word)

Messing of analysed info

West Rand
Gauteng

Hartbeespoort
North West

Contacts and general information about me

Day of birth	1994-03-29 (30 years old)
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

Additional information

Salary you wish	30 000 R per month
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