



Lebogang Emily Chiloane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Date : 06/09/2016

Address to Hiring Manager, Management at murray&Roberts mine

Dear : Hiring Manager, of Human Resource Management

I'm applying for a senior management position at your company. Based on the posed description, I'm fully qualified for this position. I'm good at word-processing, word excel, PowerPoint, internet and human resource management. and will be a strong addition to your team. I would appreciate a job interview at your earliest convenience.

please find my resume attached

I can be reached at the number above or email address.

sincerely L.E CHILOANE

Preferred occupation

HR specialists

Management, human resources jobs

Miners

Mining jobs

internship

Other jobs

Preferred work location

Polokwane / Pietersburg

Limpopo

Contacts and general information about me

Day of birth

1990-11-16 (33 years old)

Gender

Female

Residential location

Polokwane / Pietersburg

Limpopo

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 2015.12 iki 2016.09**

Company name EKURHULENI METROPOLITAN MUNICIPALITY

You were working at: Other jobs

Occupation Field interveiw on free basic Eleelectricity

What you did at this job position? Execute door to door visitation in the local ward.Educate Residents, about new FBE policy and energy complete a survey quationaire submit the complete quationaire to the customer care service manager.

Education

Educational period **nuo 2009.01 iki 2012.01**

Degree Diploma

Educational institution boston city campus & Business College

Educational qualification business English,Life Skill, Word-processsing,Access excel, Internet,Introduction to business accounting(FMI),Bookkeeping L-1(FMI),Bookkeeping L-2(FMI),

I could work CUSTOMER SERVICES

Educational period **nuo 2010.03 iki 2011.06**

Degree Diploma

Educational institution UNISA

Educational qualification PowerPoint,Word-Processing,Labour relations,Human Resources,Training Development,Principles of Customer service,Human Resource concepts and provision of Human Resources,Human Resource Maintenance and Development,Techniqes,Business communication,Developmen

I could work BUSINESS COMMUNICATION

Languages

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

Computer knowledge

Microsoft Office;Windows

Conferences, seminars

N/A

Recommendations

Contact person	Billy Nyembe
Occupation	Training Advisor
Company	Boston City Campus
Telephone number	0782610058/0119702541

Contact person	Annatjie Van Aswegen
Occupation	Director
Company	Boston City Campus
Telephone number	0824163841/0119702541

Additional information

Your hobbies	Reading Books and listening to music
Driver licenses	None
Salary you wish	15000 R per month
How much do you earn now	8000 R per month