



# 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 (34 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