



# Diphetho Moleleki

Curriculum Vitae (CV)

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

HR jobs and computer typing.....I have problem solving skills,Thinking skills,Proactive, Self motivated..and i have computer skills such as MS Word and MS Excel

Preferred occupation	<b>HR assistance</b> Management, human resources jobs
	<b>Data capture</b> IT, computing jobs
Preferred work location	<b>Johannesburg</b> Gauteng
	<b>Umtata / Mthatha</b> Eastern Cape
	<b>Midrant</b> Gauteng
	<b>Bloemfontein</b> Free State
	<b>Durban City</b> KwaZulu-Natal

## Contacts and general information about me

Day of birth	1992-03-30 (32 years old)
Gender	Male
Residential location	Johannesburg Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Education

Educational period	<b>nuo 2014.04 iki 2014.06</b>
Degree	Certificate
Educational institution	Salukazana & Sons Computer College
Educational qualification	Advanced Computer programmes
I could work	I could work on office, Capturing data from different sources, Manipulate and save it
Educational period	<b>nuo 2015.02 iki 2016.11</b>
Degree	Diploma
Educational institution	Berea Technical College
Educational qualification	Dip in Human Resource Management
I could work	I could work as HR assistance or as Intern to gain experience so that i can graduate and learn work environment
Educational period	<b>nuo 2013 iki dabar</b>
Degree	Grade 12 / Matric
Educational institution	Sidinane Senior Secondary School
Educational qualification	Matric
I could work	work as a general worker to gain more science knowledge and skills

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
Sesotho	very good	very good	very good
isiXhosa	basic	good	basic
English	good	good	good
isiZulu	good	good	good

**Computer knowledge**

Ms Word and Ms Excel

**Conferences, seminars**

none

**Additional information**

Your hobbies	Reading and Travelling
Driver licenses	B Light Vehicle ≤ 3,500kg
How much do you earn now	5000 R per month