



Olive Manyelo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

The reason why I would like to become part of your organization is because in my past few months of working for different institutions, I've proven to myself and those around me that I'm very persistent, confident, open-minded, dedicated, strong figure oriented and an energetic individual. The skills that I have achieved are excellent computer skills, experience in handling confidential paper work, ability to work under pressure and meet deadlines on time and good customer relations.

I am self-driven to deliver real value and quality service to a demanding and diverse environment. I believe that working as a team comes with excellent and good results because of different brilliant ideas and giving each other a hand. I intend to be an asset in any organization that I may be called to perform a task and share my expertise and skills, to ensure that the objectives of the organization are met.

Preferred occupation	Filing clerk Administrative jobs
	HR intern Management, human resources jobs
Preferred work location	Polokwane / Pietersburg Limpopo
	Lebowakgomo Limpopo
	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	1991-01-29 (33 years old)
Gender	Female
Residential location	Polokwane / Pietersburg Limpopo
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

Work experience

Working period **nuo 2019.01 iki 2019.12**
 Company name rankhuwe development and learn-in centre
 You were working at: HR specialists
 Occupation human resource manager
 What you did at this job position? employee profile, help in selection and recruitment process, hr administration, general human resources admin, drafting contract

Working period **nuo 2014.04 iki 2014.09**
 Company name metropolitan
 You were working at: Insurance administrator
 Occupation financial adviser
 What you did at this job position? client pouching, client services, capturing client information, advising client financially

Education

Educational period **nuo 2019.01 iki 2019.07**
 Degree Certificate
 Educational institution tshwane university of technology
 Educational qualification payroll
 I could work immediately

Educational period **nuo 2009.01 iki 2019.12**
 Degree Diploma
 Educational institution tshwane university of technology
 Educational qualification human resources management
 I could work general human resources work

Computer knowledge

windows
 Microsoft word
 Microsoft office
 excel
 PowerPoint

Recommendations

Contact person	mabula fransisca
Occupation	chairperson
Company	rankhuwe development and learn-in centre
Telephone number	078 380 6437
Email address	fransisca.mabula1@gmail.com

Additional information

Driver licenses	None
Salary you wish	3500 R per month