



# Semangele Agnes Phale

Curriculum Vitae (CV)

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

I am looking for human resources management jobs or any administrative work, as i am currently completing my National Diploma in Human Resource Management this year at the Central University of Technology and i have also N4 Human Resource Management certificate from Motheo TVET College. Therefore i also have 9 month Human resource management utilization experience as i was volunteering at Botshabelo Police station and i also have a call center experience as i was working permanently at Ramothello and Tsotetsi incorporated attorneys.

I am an active young lady, hard working and i like to explore, learn new things everyday and partake in youth programs taking place in my area, i have a computer skill, listening skill and i like working with other people and learning from them what i didn't know before and when i do my work or tasks that i am being given i fully commit to them and i can also handle pressure because working under pressure also has an impact in the development of one self.

### Preferred occupation

**HR intern**

Management, human resources jobs

**Receptionist**

Administrative jobs

**Data capturers**

Administrative jobs

### Preferred work location

**Bloemfontein**

Free State

**Kimberley**

Northern Cape

**Johannesburg**

Gauteng

**Parys**

Free State

**Botshabelo**

Free State

## Contacts and general information about me

Day of birth

1995-04-07 (29 years old)

Gender

Female

Residential location Botshabelo  
Free State

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 2015.06 iki 2016.02**

Company name Botshabelo Police station

You were working at: HR intern

Occupation Junior Hr utilization officer (volunteer)

What you did at this job position? I was doing labour relations and performance enhancement programme

Working period **nuo 2017.01 iki 2017.08**

Company name Ramothello and Tsotetsi Incorporated Attorneys

You were working at: Debt collector

Occupation Call center agent

What you did at this job position? Calling customers collecting debts on behalf of the clients company and logging debit orders as one of the payment options

**Education**

Educational period **nuo 2014.01 iki 2014.11**

Degree Certificate

Educational institution Motheo TVET College

Educational qualification N4 Certificate in Human Resource Management

I could work In human resources departments and administrative duties

**Languages**

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Sesotho	fluent	fluent	fluent
Setswana	fluent	fluent	fluent
isiXhosa	good	very good	basic
isiZulu	good	very good	basic
Sepedi	good	very good	good

**Computer knowledge**

I am knowledgeable in Microsoft word,office,excel,power point and spreadsheet.

**Conferences, seminars**

I have not attended any educational conference or seminars other than religious conferences and seminars and also youth conferences

**Recommendations**

Contact person	FLORENCE MAQOMA
Occupation	HR UTILIZATION CLERK
Company	BOTSHABELO POLICE STATION
Telephone number	0832405161
Email address	florencemaqoma@gmail.com

**Additional information**

Your hobbies	i like cooking,reading novels,traveling.
Driver licenses	None
Salary you wish	6000 R per month
How much do you earn now	0.00 R per month