



# Phumzile Gladys Thela

Curriculum Vitae (CV)

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

I am currently holding National Diploma in Hrm, currently employed by DOJ and CD as office manager,

I am having 6 subordinates that are reporting to me, I am dedicated individual, wishing to explore on corporate world, Coming to my strengths and weaknesses, my strengths are. I am a good learner, innovative, I have positive attitude and committed to my work. My weakness is procrastination and I am a bit selfish too. My ultimate goal is to do work what I like to do and your company can provide me that opportunity.

### Preferred occupation

#### HR specialists

Management, human resources jobs

#### Personal assistant

Administrative jobs

#### Secretaries

Administrative jobs

#### Administrators

Administrative jobs

### Preferred work location

#### Witbank

Mpumalanga

#### Ermelo

Mpumalanga

#### Dullstroom

Mpumalanga

#### Delmas

Mpumalanga

#### Standerton

Mpumalanga

#### Secunda

Mpumalanga

#### Hendrina

Mpumalanga

## Contacts and general information about me

Gender

Female

Residential location                      Ogies / Phola  
 Mpumalanga

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 2016.05 iki dabar**

Company name                              DEPARTMENT OF JUSTICE

You were working at:                      Office manager

Occupation                                    OFFICE MANAGER

What you did at this job position?      MANAGING THE OFFICE

  

Working period                              **nuo 2007.01 iki 2016.03**

Company name                              DEPARTMENT OF JUSTICE

You were working at:                      Secretaries

Occupation                                    SECRETARY TO MAGISTRATE

What you did at this job position?      Managing diary of all the magistrate, taking minutes and typing and filing of correspondence

**Education**

Educational period                        **nuo 2009.01 iki 2015.12**

Degree                                         Diploma

Educational institution                    UNISA

Educational qualification                NHRM

I could work                                 IN HUMAN RESOURCE

  

Educational period                        **nuo 1991.01 iki 2001.12**

Degree                                         Grade 12 / Matric

Educational institution                    CHIEF AMPIE MAYISA

Educational qualification                SENIOR CERTIFICATE

I could work                                 AS ADMIN

**Languages**

Language	Speaking level	Understanding level	Writing level
isiZulu	very good	very good	very good
English	good	good	good

**Computer knowledge**

outlook

intranet

Microsoft word

**Conferences, seminars**

excel

I attended few seminars at my work place

### Recommendations

Contact person	MASEKO LUCKY
Occupation	AREA COURT MANAGER
Company	DEPARTMENT OF JUSTICE
Telephone number	0716807603
Email address	Lomaseko@justice.gov.za

### Additional information

Your hobbies	netball, reading and cooking
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2015-09-00 (8 years)
Salary you wish	40000 -45000 R per month
How much do you earn now	28596 R per month