



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 (9 years)
Salary you wish	40000 -45000 R per month
How much do you earn now	28596 R per month