



Monique Louw

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am currently looking for any HR job. I believe I have the capabilities and knowledge to fulfill a job in that department. I am always ready to learn and take on new challenges and I believe in transparency and openness. I have achieved great organisational skills during my internship programme thus I believe that I should be hired because, I believe I can be a great asset to the company and my contribution will also be noticed. I am a hard working individual and I get to tasks done on time.

Your consideration for my application will be highly appreciated.

Preferred occupation **Personal assistant**
Administrative jobs

HR intern
Management, human resources jobs

Preferred work location **Welkom**
Free State

Bloemfontein
Free State

Contacts and general information about me

Day of birth **1996-05-25 (29 years old)**

Gender **Female**

Residential location **Bloemfontein**
Free State

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
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Work experience

Working period	nuo 2018.08 iki 2019.01
Company name	Department of rural development and land reform
You were working at:	HR intern
Occupation	HR intern
What you did at this job position?	I made copies and faxed documents, i worked on persal, i recorded leave forms on persal, i updated the register on book and on system. I made quality assurance of employee's performance agreements and job descriptions. I answered and transferred calls. I filled leave forms accordingly and recorded incoming and outgoing mails. I learned about HR disputes and hearings. I learned about code of conducts in a workplace

Working period	nuo 2019.02 iki 2019.09
Company name	Department of Education Free state
You were working at:	HR intern
Occupation	HR intern
What you did at this job position?	I recorded incoming and outgoing files, i worked on persal, recorded leave forms on system and i worked with PDMs, i matched employee's job description with performance agreements

Education

Educational period	nuo 2016.02 iki 2018.12
Degree	Diploma
Educational institution	Damelin College Free state
Educational qualification	Diploma in Human Resource Management

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	very good	very good	good
Sesotho	good	good	good
Setswana	fluent	very good	very good

Computer knowledge

Microsoft
Excel
PowerPoint
Microsoft/Word

Additional information

Your hobbies	Watching latest news Reading
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Driver licenses

None

Salary you wish

8000 R per month