



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
Preferred work location	HR intern
	Management, human resources jobs
	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. Sign in

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

Driver licenses

None

Salary you wish

8000 R per month