



# Amelia Madinoge Hunadi Muleya

Curriculum Vitae (CV)

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

Operation management:

- # Providing superior efficient services to the customer service champion.
- # Interact with customers with the view to retain and grow the customer.
- # Ability to analyse and solve problems.

Aministration:

- # Updating and managing detailed, confidential records as well as monitoring and coordinating daily operations.
- # Balancing multiple filling tazks within high volume enviroments while providing first rate prioritization and interpersonal skills.
- #Drive for problem solving and overcoming bureacratic hurdles.
- # Staff development to enable them to perform at the highest level required to meet the changing customer needs.
- # Manage the maintanance of Human Resource System
- #Partner with management to communicate HR policies
- # Responsible for the end to end HR process

Preferred occupation

Recruitment professional  
Management, human resources jobs

Administrators  
Administrative jobs

Office manager  
Other jobs

Preferred work location

Pretoria / Tshwane  
Gauteng

Johannesburg  
Gauteng

Rustenburg  
North West

## Contacts and general information about me

Day of birth 1975-03-24 (49 years old)

Gender Female

Residential location	Pretoria / Tshwane Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

### Work experience

Working period	<b>nuo 1995.11 iki 2020.01</b>
Company name	South African Post Office
You were working at:	Managers
Occupation	Manager
What you did at this job position?	Office work

### Education

Educational period	<b>nuo 2017.01 iki 2019.12</b>
Degree	Honours
Educational institution	Management College of Southern Africa
Educational qualification	Bcom Honours degree in Human Resource Management
I could work	HR Administration

Educational period	<b>nuo 2013.01 iki 2015.12</b>
Degree	Degree
Educational institution	Management College of Southern Africa
Educational qualification	Bachelor degree in Business Administration
I could work	Operational Administration

Educational period	<b>nuo 2008.01 iki 2009.12</b>
Degree	Diploma
Educational institution	Oxbridge Academy
Educational qualification	Diploma in Business Administration (Finance)
I could work	Financial Counters and Bank Reconciliations7

Educational period	<b>nuo 2006.01 iki 2007.12</b>
Degree	Diploma
Educational institution	Oxbridge Academy
Educational qualification	Human Resource Management
I could work	HR operations

Educational period **nuo 2005.01 iki 2005.09**  
 Degree Certificate  
 Educational institution University of South Africa  
 Educational qualification Certification in Labour Relations  
 I could work General Administration

Educational period **nuo 2007.01 iki 2007.09**  
 Degree Certificate  
 Educational institution Unisa  
 Educational qualification Course in Managing Employment Process  
 I could work HR administration

Educational period **nuo 2007.01 iki 2007.09**  
 Degree Certificate  
 Educational institution Unisa  
 Educational qualification Course in Customer Service Management  
 I could work Public Administration

Educational period **nuo 2019.01 iki 2020.10**  
 Degree Certificate  
 Educational institution Unisa  
 Educational qualification Programme in Industrial Relations  
 I could work Life coaching, Employee Assistant

Educational period **nuo 2005.01 iki 2005.12**  
 Degree Certificate  
 Educational institution Academy of Business & Computer Studies  
 Educational qualification Microsoft Office MO  
 I could work Data Capture

Educational period **nuo 1988.01 iki 1993.12**  
 Degree Grade 12 / Matric  
 Educational institution Kopa High School  
 Educational qualification Matric  
 I could work Officework

## Languages

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

Sepedi	very good	very good	very good
isiZulu	good	good	basic
isiNdebele	good	good	basic

#### Computer knowledge

Microsof office

Word

Excell

Powepoint

Access

#### Conferences, seminars

None

#### Recommendations

Contact person                      Pinky Mohale  
Occupation                              Qulity and Oversight Officer  
Company                                  South African Post Office  
Telephone number                      013 656 4514

Contact person                      Mariane  
Occupation                              Gerke  
Company                                  South African Post Office  
Telephone number                      012 407 7126

Contact person                      Sifred Manyelo  
Occupation                              Regional Saasa Coordinator  
Company                                  South Afican Post Officse  
Telephone number                      012 330 7176

#### Additional information

Driver licenses                        C1 Heavy Vehicle 3,500kg - 16,000kg  
Driver license from                    2001-06-00 (22 years)  
Salary you wish                        R29000 R per month