



# Onele Gaqa

Curriculum Vitae (CV)

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

I am flexible passionate disciplined person. I am the candidate that your organisation is in pursuit of as my skills from the various positions I have held and educational background position me as the ideal candidate to fill the post. I have interpersonal skills, presentation skills & Advanced computer im willing to work more than expected. I can function individually also as team I can work underpressure.

Thank you for taking time to review my application looking forward to fruitful conversation in future.

Preferred occupation	Administrators Administrative jobs
	HR specialists Management, human resources jobs
Preferred work location	East London Eastern Cape

## Contacts and general information about me

Day of birth	1990-10-14 (35 years old)
Gender	Female
Residential location	East London Eastern Cape
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 2016.03 iki 2021.03</b>
Company name	Department of Education
You were working at:	HR intern
Occupation	Intern
What you did at this job position?	Capturering your Pmds documents, Leaves, Filling, Administration, Recruitment, Procurement

## Education

Degree	Diploma
Educational institution	Buffalo City Tvet College
Educational qualification	ND: Human Resource Management
I could work	As soon as possible

#### Languages

Language	Speaking level	Understanding level	Writing level
isiXhosa	fluent	fluent	fluent
English	very good	very good	very good
isiZulu	basic	good	basic

#### Computer knowledge

Advanced Computer  
End user computing  
Word  
Excell  
Publisher  
Explorer  
Emails/ mail merge

#### Conferences, seminars

- \* Breaking Barriers To Entry
- \* Occupational Healthy and Safety
- \* End user computing
- \* Records Management

#### Recommendations

Contact person	Mbali Vuyani
Occupation	Personnel Officer (Supervisor)
Company	Department of Education
Telephone number	0392551736/ 066 273 6574
Email address	Mbaliv@gmail.com
Contact person	Bika Siyasanga
Occupation	Senior Admin Officer
Company	Department of Education
Telephone number	0392551735 /0
Email address	Siyasangab@gmail.com

### Additional information

Your hobbies	Sport
	Music
	Awareness
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2019-05-00 (6 years)
Salary you wish	R 7000.00 R per month
How much do you earn now	Nil R per month