



# Hlamalani Pestor Baloyi

Curriculum Vitae (CV)

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

Good communication skill( oral and writing). Presentation and organising skills. Time management. Ability to work under pressure. I love being in the front desk and people also love my services. I'm a respectful person who encourages team work where ever I am. I also love challenges. I am eager to learn new things in my daily life.

Preferred occupation	Data capturers Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

## Contacts and general information about me

Day of birth	1993-10-29 (32 years old)
Gender	Female
Residential location	Louis Trichardt Limpopo
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2016.04 iki 2020.12</b>
Company name	Department of health
You were working at:	Administrators
Occupation	Administration clerk
What you did at this job position?	Registering patients on HPRS system. Filling and retrieving patients files. Archiving and disposal of records. Operating TIER.NET. Data capturing. Statistics writing
Working period	<b>nuo 2015.01 iki 2016.03</b>
Company name	E&Sons Auto Repair and services
You were working at:	Receptionist
Occupation	Receptionist
What you did at this job position?	Receiving messages telephonically and emails. Photocopying and typing. Welcoming clients. Messenger

**Education**

Educational period                      **nuo 2007.01 iki 2011.11**

Degree                                        Grade 12 / Matric

Educational institution                  Waterval high

Educational qualification                Diploma

I could work                                As a messenger or receptionist

Educational period                      **nuo 2017.01 iki 2018.08**

Degree                                        Certificate

Educational institution                  Avuxeni computer Skills

Educational qualification                ICT Office Administration

I could work                                As Administration clerk or Data Capturer

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	fluent	fluent	fluent
Xitsonga	fluent	fluent	fluent
Tshivenda	fluent	fluent	very good
Sepedi	good	good	basic

**Computer knowledge**

I am very good in operating a computer

**Recommendations**

Contact person	Ringani N.D
Occupation	Acting operational manager
Company	Helderwater clinic
Telephone number	0158737924
Contact person	Baloyi R.A
Occupation	Manager
Company	E&Sons Auto Repair and services
Telephone number	0152930145

**Additional information**

Your hobbies	Reading, Exercising and Soccer
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2014-03-00 (11 years)
Salary you wish	R8000 R per month
How much do you earn now	R0 R per month

