



# Codesa Diale

Curriculum Vitae (CV)

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

I am Codesa Diale and I am an Hardworking, experienced and self-motivated HR Assistant with several years of experience serving as a supporting and integral employee at an HR department. Among others, experienced as HR Assistant/Secretary, Receptionist and Office Administrator. I bring forth the ability to manage an office setting with poise and grace, in addition to managing a variety of administrative duties. I am eager to join a new team with dedication and passion.

Preferred occupation	Administration Mining jobs
	Filing clerk Administrative jobs
	Generals General jobs
Preferred work location	Polokwane / Pietersburg Limpopo
	Sedibeng Gauteng

## Contacts and general information about me

Day of birth	1992-02-07 (33 years old)
Gender	Female
Residential location	Polokwane / Pietersburg Limpopo
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 **nuo 2007 iki 2019.07**

Company name Elias Motsoaledi Local municipality

You were working at: HR intern

Occupation HR Learner

What you did at this job position? I was part of a team that was responsible: • Human Resource Development; • Organizational Development; • Human Resource Management; • Labour Relation; • Occupational Health and Safety; and • Also served as HR Secretary and Receptionist.

Working period **nuo 2021.05 iki 2022.06**

Company name Sekhukhune TVET College

You were working at: HR intern

Occupation HR intern

What you did at this job position? I was part of a team that was responsible: • Human Resource Development; • Organizational Development; • Human Rcesource Management; • Labour Relation; • Occupational Health and Safety; and • Also served as HR Secretary and Receptionist

Working period **nuo 2022.07 iki dabar**

Company name Department of Public Work and Infrastructure

You were working at: HR specialists

Occupation HR Assistant

What you did at this job position? Filling, Receiving leaves forms, capturing them on the system, appointing new employees, terminating,

## Education

Educational period **nuo 2007.01 iki 2013.12**

Degree Grade 12 / Matric

Educational institution Lewalemolomo secondary School

Educational qualification Grade 12 certificate

I could work Hard

Educational period **nuo 2014.01 iki 2017.06**

Degree Diploma

Educational institution Sekhukhune TVET College

Educational qualification Diploma in Human Resources Managent

I could work Hard

## Languages

Language	Speaking level	Understanding level	Writing level
Sepedi	fluent	fluent	fluent

English	fluent	fluent	fluent
isiNdebele	basic	basic	basic

### Computer knowledge

☐ Proficient in MS Office package: Microsoft Word, Excel, Access, Power Point,

### Conferences, seminars

N/A

### Recommendations

Contact person	Mr. J Tholo
Occupation	HRD Officer
Company	Elias Motsoaledi Local Municipality
Telephone number	071 613 3962
Email address	jtholo@emlm.gov.za

### Additional information

Driver licenses	None
Salary you wish	5000 R per month
How much do you earn now	4500 R per month