



# Tlotlo Oratile Mokgaje

Curriculum Vitae (CV)

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

I'm looking for a job where I can learn and enjoy. I have an N6 certificate in public management and studying Human resources management. I have been volunteering at Department of Social Development - Dr Kenneth Kaunda. I have worked as an HR volunteer and a Personal Assistant of an Acting chief director for institutions and management support..

Human resources management skills :

Profiling of CVS

Capturing of leave in persal system

Capturing of overtime claims on persal system

Scribe during HR meetings

Liaise with p/o on coordinating planned training

Advice for payment e.g Housing Allowance

General enquiries on persal and HR matters

Compile motivations and requests

Personal Assistant skills :

Schedule meetings and manage calendar

Answer phone calls and take messages

Scribe during meetings

Preparing weekly movement sheets

Compile traveling claims

Delegate work in the managers absence

Preferred occupation

Receptionist  
Administrative jobs

Preferred work location

Klerksdorp  
North West

West Rand  
Gauteng

## Contacts and general information about me

Day of birth	1998-06-11 (25 years old)
Gender	Female
Residential location	Klerksdorp North West
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 2020.10 iki 2022.09</b>
Company name	Department of Social Development
You were working at:	Generals
Occupation	Volunteer
What you did at this job position?	Human resources volunteer and PA volunteer

### Education

Educational period	<b>nuo 2017.01 iki 2018.12</b>
Degree	Certificate
Educational institution	Western college
Educational qualification	Public management N6
I could work	Immediately

### Languages

Language	Speaking level	Understanding level	Writing level
Setswana	fluent	fluent	very good
English	very good	very good	very good
isiZulu	good	good	good

### Computer knowledge

Excel , PowerPoint and word

### Conferences, seminars

None

### Additional information

Your hobbies	Reading Packing
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2019-03-00 (5 years)
Salary you wish	R7000 R per month

How much do you earn now

R0.00 R per month