



Thato Letsoalo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I believe being genuine and nurturing, along with professional and driven, is an essential combination of people in the field. I possess personnel management, communication and computer skills. Additionally, my abilities extend to management and problem-solving with proficiency in communication. Working with people from diverse backgrounds has provided me with a deep understanding and awareness of differences in both individuals and organizations. These qualities will help to support mission of the organization while reflecting positively on the professionalism and competencies in its employee. I will bring my following still to the organization to archive its goals and to gain profit.

COMMUNICATION SKILLS

PERSONNEL MANAGEMENT SKILLS

PERSONNEL TRAINING SKILLS

LABOUR RELATIONS SKILLS

CONFLICT HANDLING SKILLS

LEADERSHIP SKILLS

GROUP DYNAMICS SKILLS

MOTIVATIONAL STRATEGIES SKILLS

SOFTWARE

MICROSOFT OFFICE, EXCEL, GOOGLE SHEET, WORD,

SKYPE, OUTLOOK, POWERPOINT , GOOGLE MAIL,

MICRO SOFT PROJECT, MICROSOFT WINDOWS.

Preferred occupation

Cleaners
Labour jobs

HR intern
Management, human resources jobs

Data capturers
Administrative jobs

Preferred work location

Pretoria / Tshwane

Gauteng

Tzaneen
Limpopo

Polokwane / Pietersburg
Limpopo

Contacts and general information about me

Gender	Male
Residential location	Pretoria / Tshwane Gauteng
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Education

Educational period	nuo 2021.06 iki 2023.06
Degree	Diploma
Educational institution	Orbit FET COLLEGE
Educational qualification	Human resources management
I could work	Any job related to HR management including Microsofts

Languages

Language	Speaking level	Understanding level	Writing level
Setswana	basic	basic	do not know
Sepedi	fluent	fluent	fluent
English	fluent	very good	very good

Computer knowledge

SOFTWARE
MICROSOFT OFFICE, EXCEL, GOOGLE SHEET, WORD,
SKYPE, OUTLOOK, POWERPOINT , GOOGLE MAIL,
MICRO SOFT PROJECT, MICROSOFT WINDOWS.

Additional information

Driver licenses	None
Salary you wish	+7000 R per month
How much do you earn now	1000 R per month