



Tshepiso Phala

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a paralegal job or administration job since I have a national diploma in Legal Assistance

I am a multi-skilled ambitious and hard working person who is result oriented. I am not afraid to venture into things I have not done before, I believe that everything requires a dynamic and versatile individual who is eager to explore new things, I am always will to learner and improve my knowledge, skills and competence with intention of accomplishing short and long term goals

Preferred occupation	Paralegals Law, legal jobs
	Secretaries Administrative jobs
	Debtors clerk Administrative jobs
	Miners Mining jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1998-02-23 (26 years old)
Gender	Female
Residential location	Johannesburg 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

Work experience

Working period **nuo 2020.08 iki 2020.11**
 Company name Emthunzini Primary School
 Occupation Covid 19 screener
 What you did at this job position? I was as a Covid 19 my duty was to adherence to Covid 19 standard operating procedures, supervising social distance among school learners and taking register temperature and vital

Working period **nuo 2020.12 iki 2021.04**
 Company name Emthunzini Primary School
 Occupation Educator Assistant
 What you did at this job position? I was working as a Educator Assistant and my duty was to get a classroom ready for lessons, helping learners who need extra support to complete tasks, supporting teachers in managing class behaviour and carrying out administrative task

Working period **nuo 2021.11 iki 2022.08**
 Company name Magaduzela Primary School
 Occupation Educator Assistant
 What you did at this job position? I was working as a Educator Assistant, I was assisting at admin office with administration work

Working period **nuo 2022.09 iki 2023.03**
 Company name Kings&Queens Behaviour Change Institute
 Occupation Admin clerk
 What you did at this job position? I use to perform admin duties

Education

Educational period **nuo 2013.01 iki 2015.12**
 Degree Grade 12 / Matric
 Educational institution Mafu high school
 Educational qualification Senior Certificate

Educational period **nuo 2017.02 iki 2021.04**
 Degree Diploma
 Educational institution Tshwane University Of Technology
 Educational qualification Legal Assistance
 I could work Paralegal, secretary

Languages

Language	Speaking level	Understanding level	Writing level
isiNdebele	fluent	very good	very good
Sepedi	fluent	very good	basic

English	fluent	very good	very good
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Computer knowledge

MS WORD

MS EXCEL

MS POWER POINT

Recommendations

Contact person	Keneilwe Mahlangu
Occupation	Teacher
Company	Magaduzela Primary school
Telephone number	0762303324
Email address	mahlangukeneilwe@gmail.com

Additional information

Your hobbies	Reading novels Hiking Music, singing at church choir
Driver licenses	None
Salary you wish	10 000 R per month