



# Paulina Khomotso Phalama

Curriculum Vitae (CV)

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

Office relayed position as I have studied Human resources managemen. But I am up for expanding meaning can do other tasks that are not related .I am very good with computer and engaging with people.

### Preferred occupation

#### Administrators

Administrative jobs

#### Receptionists

Hotel jobs

#### Personal assistant

Administrative jobs

#### Filing clerk

Administrative jobs

#### Miners

Mining jobs

#### Government jobs

Government jobs

#### HR intern

Management, human resources jobs

#### Other jobs

Other jobs

#### Housekeeper

Hotel jobs

#### Data capturers

Administrative jobs

#### Collections paralegal

Law, legal jobs

#### Manufacturing jobs

Manufacturing jobs

#### Academic officer

Management, human resources jobs

#### Customer care agent

Administrative jobs

#### Cleaners

Labour jobs

	Secretaries Administrative jobs
	Dispatchers Administrative jobs
Preferred work location	Johannesburg Gauteng
	Rustenburg North West
	Hartbeespoort North West
	East Rand Gauteng
	Polokwane / Pietersburg Limpopo
	West Rand Gauteng
	Lebowakgomo Limpopo
	Mankweng Limpopo
	Middelburg Mpumalanga

#### Contacts and general information about me

Gender	Female
Residential location	Pretoria / Tshwane Gauteng
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 2017.01 iki 2017.12</b>
Company name	RAIDHI SCHOOL OF HEALTH
You were working at:	Administrators
Occupation	Admin clerk
What you did at this job position?	Filing,distributing mails,answering call,capturing students

#### Education

Educational period                      **nuo 2016.01 iki 2022.06**  
Degree    Certificate  
Educational institution                      Brooklyn city college  
Educational qualification                      Human resource management n4-n6  
I could work                                      As an Hr intern,administrative and other fields

Educational period                      **nuo 2018.06 iki 2022.06**  
Degree    Diploma  
Educational institution                      Unisa  
Educational qualification                      Diploma in Law( in progress)  
I could work                                      As a paralegal,legal secretary and other legal aspects

### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	very good	very good
Sepedi	very good	very good	very good

### Computer knowledge

Microsoft word,excel

### Additional information

Your hobbies                                      Love reading,playing cricket and socializing with people  
Salary you wish                                      R5000 R per month