



# Refiloe Matsena Mametja

Curriculum Vitae (CV)

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

I am writing to express my strong interest in the entry-level position for internship/ employment at your company. As a recent graduate with a National Diploma in Human Resources Management. I am eager to gain experience and make a valuable contribution to your team.

Throughout my academic career, I have developed a strong set of skills, Excellent attention to detail, ability to multitask and be able to meet deadlines, Excellent interpersonal skills and pleasant disposition, Excellent computer skills, Energetic, flexible, well organised and able to work under pressure, Effective communication, discretion and confidentiality.

I believe that my enthusiasm and eagerness to learn will make me a valuable addition to your team. I am confident that I can bring a fresh perspective and a willingness to work hard to this role.

### Preferred occupation

Filing clerk

Administrative jobs

Receptionist

Administrative jobs

Government jobs

Government jobs

HR intern

Management, human resources jobs

Academic officer

Management, human resources jobs

HR specialists

Management, human resources jobs

Generals

General jobs

### Preferred work location

Pretoria / Tshwane

Gauteng

Lebowakgomo

Limpopo

Polokwane / Pietersburg

Limpopo

Johannesburg  
Gauteng

#### Contacts and general information about me

Day of birth	1989-09-05 (36 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>

#### Additional information

Salary you wish	15000 R per month
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