



Masego Molefe

Curriculum Vitae (CV)

What job i'm looking for? My positive points

My reputation amongst my colleagues and clients is something that I dearly respect and uphold in a professional standard.

Loyalty, respect, integrity and willing to accept and bring changes within the work environment are what I promise to the department, by executing my duties and functions to the best of my ability.

I am looking for a role in which I can use my skills for the benefit of the company and one that will help me grow in my career.

I am confident that my skills and my willingness to learn will bring an asset to your company.

Wishing and hoping that my application will be considered for the position.

Preferred occupation

Administrators
Administrative jobs

Data capturers
Administrative jobs

Operations Clerk
Administrative jobs

I am am a hardworking, quick learning, team player. I have more than 6 years' experience in Corporate Services of which I have been a Project

Coordinator's Assistant (2 months) and an information Analyst (6years) and the following are my qualifications:

- BA Psychology & Criminology
- BA Hons Criminology
- BA Hons Psychology
- Victim Empowerment and support short course certificate
- Certificate in Online Intelligence Ciims Software and Introduction to Crime Intelligence Analysis Course
- Member of the Golden Key Honor Society

Most recently i was an Information Analyst at Online Intelligence and my responsibilities and competencies include:

- 1) Research Skills
 - Search for open information (Internet, media, public documents and papers, archives)
 - Search of databases
 - Information gathering
- 2) Info processing, info management, evaluation, collation, analysis and dissemination
 - Document and data management for allocated focus area.
 - Capturing of relevant info (excel, word)
 - Mapping of analysed info

West Rand
Gauteng

Hartbeespoort
North West

Contacts and general information about me

Day of birth	1994-03-29 (31 years old)
Gender	Female
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

Additional information

Salary you wish	30 000 R per month
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