



# Motlalepula Motsiri Manyama

Curriculum Vitae (CV)

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

I have the skills and abilities to match the advertised positions together with organisation's mission and visions. I am a team orientated candidate who is always ready to learn new things from anyone who is willing to teach a thing or more.

I understand and follow OHSA, POPIA regulations and all HR strategies and the labour laws associated with the HR department. I posses a hands-on experience Food service Aid, General and Administrative position and willing to enhance my career path in the department.

My short goal is to learn everything that is there to know in the organisation and my long term goal is to see myself in one of the most respected position and become an asset to the organisation.

### Preferred occupation

**Administrators**

Administrative jobs

**Cooks**

Kitchen jobs

**Guards**

Security jobs

**Generals**

General jobs

### Preferred work location

**Tzaneen**

Limpopo

**Giyani**

Limpopo

**Polokwane / Pietersburg**

Limpopo

## Contacts and general information about me

Day of birth

1996-02-29 (28 years old)

Gender

Male

Residential location

**Tzaneen**

Limpopo

Telephone number

*Information is available only for registered users.*

[Sign in](#)

Email address

*Information is available only for registered users.*

[Sign in](#)

## Work experience

Working period	<b>nuo 2021.03 iki 2023.03</b>
Company name	LIMPOPO ECONOMIC DEVELOPMENT; ENVIRONMENT AND TOURISM
You were working at:	HR intern
Occupation	HUMAN RESOURCES INTERN
What you did at this job position?	<p>HUMAN RESOURCE MANAGEMENT (HRM) CONDITION OF SERVICE □ Assist in capturing leaves on PERSAL system. □ Assist in auditing leave files. □ Assist in recording of leave forms. □ Assist in compiling weekly&amp; monthly reports. □ Assist in Pillir application&amp; submission matters (short/long term period). □ Assist in in pension applications&amp; submissions to the head office. □ Assist in leave gratuity calculations. □ Assist in completing Z894,Z864,Z300&amp;Z143 forms for personnel.</p> <p>PERFORMANCE MANAGEMENT SYSTEM (PMDS) □ Assist in capturing of data. □ Assist in receiving performance agreements and quarterly reviews. □ Assist in opening and filing of PMDS files. □ Assist in compiling of monthly PMDS statistics to head office. □ assist in assessing of informal, formal reviews&amp; annual reviews □ Writing of PMDS minutes during assessment process/ committee meetings. □ assisting in inviting of PMDS committee members for meetings&amp; assessments.</p> <p>HUMAN RESOURCES MANAGEMENT RECORDS (OFFICE ADMINISTRATION) □ Assist in sorting and filing SV files. □ Assist in handling file request. □ Following up of files not returned. □ Receiving, recording and storing for future confidential references. □ Recording of all incoming &amp; outgoing of any document for safeguard. □ Assist in maintaining &amp; updating of leave registers. □ Open&amp; closing of files upon reaching 150 documents per volume.</p> <p>HUMAN RESOURCE DEVELOPMENT (HRD) □ Assist in co-ordinating courses and workshops. □ Assist in conducting training needs. □ Assist in compiling a training report. □ Selection and placement of experiential learners. □ Assist in induction and orientation of experiential. □ Assist in conduct career exhibitions.</p>

Working period	<b>nuo 2023.07 iki 2024.03</b>
Company name	DEAPARTMENT OF HEALTH
You were working at:	Kitchen staff
Occupation	FOOD SERVICES GENERAL WORKERS
What you did at this job position?	<p>Comply with HACCP on food handling and preparations to ensure food safety ■ Ensure that daily activities are in-line with the Hazard Analysis Critical Control Point (HACCP) ■ Pre-preparation and cooking of food for normal diet as per standardized recipes ■ Pre-preparation and cooking of food for therapeutic diet as per standardized recipes ■ Portioning, serving (plating or bulk serving) and packing meal delivery carts according to the wards diet lists ■ Pushing meal delivery carts to wards to deliver food as per ward list ■ Collecting meal delivery carts from the wards after serving of each meal ■ Placing servings in blender to make foods for soft or liquid diets. ■ Assisting in packing of food into storerooms ■ Packaging and labelling of therapeutic diets as per ward diet list ■ Placing of items such as eating utensils, and condiments on trays. ■ Apportioning and placing of food servings on plates and trays according to diet list ■ Examining filled tray for completeness and places on cart, dumbwaiter, or conveyor belt. ■ Washing dishes and cleans work area, tables, cabinets, and ovens. ■ Collecting, placing and garbage and trash in designated containers. ■ Emptying of waste bins at all times ■ Cleaning, washing and maintaining work areas, including floors, facilities, pots, pans, service ware, utensils, and equipment; collects and places garbage and trash in designated containers; as appropriate to the area of operation. ■ Performing miscellaneous job-related duties as assigned. ■ Handling of Dishwasher and cleaning of equipment's and utensils before and after use. ■ Supplying clean cutlery and crockery during meal times ■ Reporting any faults, breakages and illness in the Food Service Unit(FSU) ■ Cleaning of the FSU and food trolleys according to the cleaning schedule and after every meal preparation and serving.</p>

### Education

Educational period	<b>nuo 2018.07 iki 2020.12</b>
Degree	Diploma
Educational institution	LETABA TVET COLLEGE
Educational qualification	HUMAN RESOURCES MANAGEMENT
I could work	ADMIN CLERK; HR OFFICER; OFFICE ADMINISTRATOR;DATA CAPTURER; RECEPTIONIST.
Educational period	<b>nuo 2013.01 iki 2013.12</b>
Degree	Grade 12 / Matric
Educational institution	MASHOORO HIGH SCHOOL
Educational qualification	ADMISSION TO DIPLOMA
I could work	ANY GENERAL OR ANY ADMINISTRATIVE JOB ASSIGNED

### Languages

Language	Speaking level	Understanding level	Writing level
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English	very good	very good	very good
Xitsonga	very good	very good	good
Tshivenda	good	good	basic
isiZulu	good	good	basic
Sepedi	very good	very good	very good

### Computer knowledge

Microsoft word  
 Microsoft excel  
 Microsoft powerpoint  
 Microsoft teams  
 Microsoft outlook

### Conferences, seminars

N/A

### Recommendations

Contact person	MOTAU NB
Occupation	ASSISTAND DIRECTOR: GENDER FOCAL POINT
Company	DEPARTMENT OF EMPLOYMENT AND LABOUR
Telephone number	0820579442
Email address	BOLDWIN96@gmail.com
Contact person	SESHOKA F
Occupation	HUMAN RESOURCE PRACTITIONER
Company	LIMPOPO ECONOMIC DEVELOPMENT; ENVIRONMENT AND TOURISM
Telephone number	0787381201
Email address	SeshokaF@ledet.gov.za
Contact person	MASHELE JR
Occupation	PMDS OFFICER
Company	LIMPOPO ECONOMIC DEVELOPMENT; ENVIRONMENT AND TOURISM
Telephone number	0782692809
Email address	MasheleJR@ledet.gov.za

### Additional information

Your hobbies	soccer gym( Lifting/jogging) reading
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Driver licenses	None
Salary you wish	11000 R per month
How much do you earn now	3500 R per month