



Refilwe Ramasimong

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administration

Human Resource Officer

Call Centre

Human Resource Assistant

Payroll Officer

Human Resource Internship

Human Resource Administrator

Recruitment Officer

Clerk

Preferred work location

Bloemfontein
Free State

Johannesburg
Gauteng

Rustenburg
North West

Klerksdorp
North West

Pretoria / Tshwane
Gauteng

Potchefstroom
North West

Contacts and general information about me

Day of birth 1998-02-19 (27 years old)

Gender Female

Residential location Bloemfontein
Free State

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2020.12 iki 2021.04**
 Company name Tshedisehang Primary School
 You were working at: Receptionist
 Occupation Administration
 What you did at this job position? Data Capture, Documentation, Safe keeping of records, Office work, Filing

Working period **nuo 2022.02 iki 2022.11**
 Company name Zazi Organisation
 You were working at: Wellness Manager
 Occupation Treasure
 What you did at this job position? Financial management

Education

Educational period **nuo 2021.02 iki 2024.11**
 Degree Diploma
 Educational institution Central University of Technology
 Educational qualification Human Resource Management
 I could work HR Officer, specialist, intern, assistant and more

Educational period **nuo 2019.01 iki 2020.11**
 Degree Certificate
 Educational institution Motheo Tvet College
 Educational qualification Business management
 I could work Sales consultant, call centre, admin, clerk

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Sesotho	fluent	fluent	fluent
Setswana	fluent	fluent	fluent
isiZulu	very good	good	basic

Computer knowledge

MS Word
 Excel
 PowerPoint
 Outlook

Conferences, seminars

Recommendations

Contact person	Charity Tau
Occupation	Teacher
Company	Oziel Selele
Telephone number	0744808289
Email address	taugadihele@gmail.com
Contact person	Emma Machitja
Occupation	Mechanical engineer
Telephone number	0810044422
Email address	machitjaemma@gmail.com

Additional information

Your hobbies	Reading fictions Playing tennis
Driver licenses	None
Salary you wish	5000 R per month
How much do you earn now	00 R per month