



# Mojela Julius Ralile

Curriculum Vitae (CV)

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

As Public management Intern for Setsoto Local Municipality, I used a variety of databases to conduct and organize Office services. My ability to shift through and condense services in fast-paced environment will be an asset to your office. I also developed particularly strong writing skills during my time at Setsoto Local Municipality (Skills Development Office), having written several meeting agender and minutes, Appointment contracts and memos for my mentor. My position as a Trainee for Skills Development Programme has allowed me to contribute weekly services and help other staff members with their pieces. I am eager to grow corporately and learn every day and I believe that my experience and skills will serve your office well.

I have also worked at the Department of Health as a Community Health worker in a Local Clinic (Phomolong Clinic), through six years in the health field, I have acquired a deep love of and appreciation for people. I have been known to be a Jerk of all trades and nothing made me happier than discussing targets and outcomes of the facilities since we have been on top all the time and I have contributed to that. My position as a TB focal person allowed me to expand and learn leadership skills upon my knowledge of BATHO PELE principles and the highest standards of service.

My experience working as an assistant in the clerk's office at Phomolong clinic allowed me to enhance my creative problem-solving skills. In my role as an assistant, I developed a system to manage records keeping and filing, which was adopted to reduce high volume of patients in short period of time. I also gained creative communication skills by balancing clients request with availability of resources. I am confident I can apply my creativity to identify systems to use and assist your staff with information requests.

Preferred occupation	Data capturers Administrative jobs
Preferred work location	Johannesburg Gauteng

## Contacts and general information about me

Day of birth	1992-06-01 (33 years old)
Gender	Male

Residential location

Clocolan  
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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#### **Additional information**

Salary you wish

10000+ R per month

How much do you earn now

4500 R per month