



Palesa Sefo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Human Resource Officer

Preferred occupation

Management, human resources jobs

Preferred work location

Phuthaditjhaba
Free State

Contacts and general information about me

Day of birth

1995-09-20 (30 years old)

Gender

Female

Residential location

Phuthaditjhaba
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 2022.11 iki dabar**

Company name DEPARTMENT OF HEALTH

You were working at: HR intern

Occupation INTERN

What you did at this job position? • Providing Human Resource support system • Processing transactions on Persal System such as capturing of leaves, overtimes, terminations, appointments, promotions, transfers • Maintain the leave administration distribution list • Performing general clerical/ administrative functions such as updating registers, make photocopies and receiving or sending emails, typing letters and other correspondence when required, effective filing, performing secretariat services at shortlist and interviews, take minutes, drafting submissions • Distributing and collecting documents on HRM • Providing Personnel Administration clerical support such as maintaining leave registers, keeping and maintain personnel records • Leave monitoring and Control. Leave audit • Ensuring all employees have files with the relevant information provided • Facilitate the implementation of PMDS • Capture PMDS data on PERSAL as per requirements, ensure adherence to PMDS policy • Provide ongoing support by responding to PMDS queries, maintain filing of all PMDS related hard copies. • Assist in the Recruitment of the HIV Peer educators, Community Health Workers • Facilitate the submission of Performance Agreements, Mid-term and Annual Assessments. Capturing of Performance Agreements, Mid-term and Annual Assessment on PERSAL. Ensure the availability of an accurate PMDS database.

Working period **nuo 2021.09 iki 2022.10**

Company name TFS WHOLESALERS

You were working at: HR specialists

Occupation RESIGNED

What you did at this job position? • Adjusting clocking on biometric system (overtime, missing clocking system) • Recording and safe keeping of documents • Performing general clerical/ administrative functions such as updating registers, make photocopies and receiving or sending emails, typing letters and other correspondence when required, effective filing, performing secretariat services at shortlist and interviews, minutes taking • Preparing payroll for fortnight wages and prepare monthly payroll • Preparing SETA Payroll and deductions • Participating in disciplinary hearing • Preparing contracts for new staff members and Loading them on biometric system • Handling incoming and outgoing calls • Archiving, filing and monitoring of personal files and foreigner's files • Rendering effective filing • Monitoring clocking, capturing of leave forms on Biometric system and updating leave registers • Ensuring confidential information is kept • Drafting and issuing of warnings

Working period **nuo 2020.12 iki 2021.04**

Company name **MOLAPO SENIOR SECONDARY SCHOOL**

You were working at: **Other jobs**

Occupation **CONTRACT ENDED**

What you did at this job position? **• Classroom Administration (filing, typing and record keeping) • Verification of marks • Invigilating learners • Recording and controlling absenteeism • Any other duties allocated by educator's • Issuing of stationery /Textbooks • Supervising morning studies • Substituting educators that are absent due to attending meeting or being ill on short time**

Working period **nuo 2019.10 iki 2020.09**

Company name **WORKFORCE STAFFING**

You were working at: **Supervisor**

Occupation **COVID: COMPANY SHUTDOWN**

What you did at this job position? **• Screening and shortlisting and Conducting interviews • Filing of application forms and updating contractor's files • Checking the records are kept for leave and sick leave taken by contract workers • Providing training to new employees • Accurate checking of timesheet for monthly payment • Ensuring that employees queries are dealt with efficiently and in professional manner • Communicate with employees whose contracts are being terminated • Ensuring that a shift is covered • Doing monthly reports • Filing of AOD's forms and submitting AOD forms for monthly deduction • Processing leave forms • Loading new contractor on clocking machine • Issuing of warnings and assisting with hearings**

Education

Educational period **nuo 2015.07 iki 2019.10**

Degree **Diploma**

Educational institution **MALUTI TVET COLLEGE**

Educational qualification **HUMAN RESOURCES MANAGEMENT**

I could work **AS AN HUMAN RESOURCES, LABOUR RELATIONS**

Educational period **nuo 2011.01 iki 2013.12**

Degree **Grade 12 / Matric**

Educational institution **MOLAPO SENIOR SECONDARY SCHOOL**

Educational qualification **GRADE 12**

I could work **ADMINISTRATOR, HR, LABOUR RELATIONS OR ANY OTHER JOB**

Languages

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

Computer knowledge

VERY GOOD IN MICROSOFT WORD, MICROSOFT EXCEL

Conferences, seminars

VIP SAGE CERTIFICATE

Recommendations

Contact person	Ms Letsela IP
Occupation	HUMAN RESOURCES OFFICER
Company	DEPARTMENT OF HEALTH
Telephone number	0732382432

Contact person	Mr Letawana MJ
Occupation	HR MANAGER
Company	TFS WHOLESALERS
Telephone number	0645550443

Contact person	Ms Mofokeng MG
Occupation	ACTING SKILLS DEVELOPMENT
Company	DEPARTMENT OF HEALTH

Additional information

Your hobbies	NETBALL, READING AND RUNNING
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2024-08-00 (1 years)
Salary you wish	R10 000 upwards R per month
How much do you earn now	R6080 R per month