



# Diphetho Moleleki

Curriculum Vitae (CV)

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

Proactive, problem solving skills, creativity thinking, fast to adapt to change and fast to adapt a new culture and team player and also independent skills work, calm and Respect

### Preferred occupation

internship

Management, human resources jobs

data capture

IT, computing jobs

Receptionists

Hotel jobs

Administrators

Administrative jobs

Other jobs

Other jobs

### Preferred work location

Mount Fletcher

Eastern Cape

Umtata / Mthatha

Eastern Cape

Johannesburg

Gauteng

## Contacts and general information about me

Day of birth

1992-03-30 (33 years old)

Gender

Male

Residential location

Mount Fletcher

Eastern Cape

Telephone number

*Information is available only for registered users.*

[Sign in](#)

Email address

*Information is available only for registered users.*

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## Education

Educational period **nuo 2015.02 iki 2016.11**  
 Degree Diploma  
 Educational institution BEREA TECHNICAL COLLEGE  
 Educational qualification N6 HR  
 I could work HR assistantance, Labour issues and Personnel trainer

Educational period **nuo 2014.04 iki 2014.06**  
 Degree Certificate  
 Educational institution SALUKAZANA AND SON COMPUTER COLLEGE  
 Educational qualification Computer programs (MS word and MS Excel  
 I could work data capture, editing errors and make calculations

Educational period **iki 2013.11**  
 Degree Grade 12 / Matric  
 Educational institution SIDINANE SENIOR SECONDARY SCHOOL  
 Educational qualification grade 12

#### Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good
isiZulu	basic	basic	basic
isiXhosa	basic	basic	basic

#### Computer knowledge

MS word and MS excel

#### Conferences, seminars

N/A

#### Additional information

Your hobbies Reading and traveling  
 Driver licenses None, B Light Vehicle ≤ 3,500kg  
 Salary you wish 5000-6000 R per month