



# Diphetho Moleleki

Curriculum Vitae (CV)

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

HR jobs and computer typing.....I have problem solving skills,Thinking skills,Proactive, Self motivated..and i have computer skills such as MS Word and MS Excel

Preferred occupation

HR assistance

Management, human resources jobs

Data capture

IT, computing jobs

Preferred work location

Johannesburg

Gauteng

Umtata / Mthatha

Eastern Cape

Midrant

Gauteng

Bloemfontein

Free State

Durban City

KwaZulu-Natal

## Contacts and general information about me

Day of birth

1992-03-30 (32 years old)

Gender

Male

Residential location

Johannesburg

Gauteng

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	<b>nuo 2014.04 iki 2014.06</b>
Degree	Certificate
Educational institution	Salukazana & Sons Computer College
Educational qualification	Advanced Computer programmes
I could work	I could work on office, Capturing data from different sources, Manipulate and save it
Educational period	<b>nuo 2015.02 iki 2016.11</b>
Degree	Diploma
Educational institution	Berea Technical College
Educational qualification	Dip in Human Resource Management
I could work	I could work as HR assistance or as Intern to gain experience so that i can graduate and learn work environment
Educational period	<b>nuo 2013 iki dabar</b>
Degree	Grade 12 / Matric
Educational institution	Sidinane Senior Secondary School
Educational qualification	Matric
I could work	work as a general worker to gain more science knowledge and skills

#### Languages

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

#### Computer knowledge

Ms Word and Ms Excel

#### Conferences, seminars

none

#### Additional information

Your hobbies	Reading and Travelling
Driver licenses	B Light Vehicle ≤ 3,500kg
How much do you earn now	5000 R per month