



# Olive Manyelo

Curriculum Vitae (CV)

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

The reason why I would like to become part of your organization is because in my past few months of working for different institutions, I've proven to myself and those around me that I'm very persistent, confident, open-minded, dedicated, strong figure oriented and an energetic individual. The skills that I have achieved are excellent computer skills, experience in handling confidential paper work, ability to work under pressure and meet deadlines on time and good customer relations.

I am self-driven to deliver real value and quality service to a demanding and diverse environment. I believe that working as a team comes with excellent and good results because of different brilliant ideas and giving each other a hand. I intend to be an asset in any organization that I may be called to perform a task and share my expertise and skills, to ensure that the objectives of the organization are met.

Preferred occupation

Filing clerk

Administrative jobs

HR intern

Management, human resources jobs

Preferred work location

Polokwane / Pietersburg

Limpopo

Lebowakgomo

Limpopo

Pretoria / Tshwane

Gauteng

## Contacts and general information about me

Day of birth

1991-01-29 (34 years old)

Gender

Female

Residential location

Polokwane / Pietersburg

Limpopo

Telephone number

Information is available only for registered users.

[Sign in](#)

Email address

Information is available only for registered users.

[Sign in](#)

## Work experience

Working period	<b>nuo 2019.01 iki 2019.12</b>
Company name	rankhuwe development and learn-in centre
You were working at:	HR specialists
Occupation	human resource manager
What you did at this job position?	employee profile, help in selection and recruitment process, hr administration, general human resources admin, drafting contract
Working period	<b>nuo 2014.04 iki 2014.09</b>
Company name	metropolitan
You were working at:	Insurance administrator
Occupation	financial adviser
What you did at this job position?	client pouching, client services, capturing client information, advising client financially

## Education

Educational period	<b>nuo 2019.01 iki 2019.07</b>
Degree	Certificate
Educational institution	tshwane university of technology
Educational qualification	payroll
I could work	immediately
Educational period	<b>nuo 2009.01 iki 2019.12</b>
Degree	Diploma
Educational institution	tshwane university of technology
Educational qualification	human resources management
I could work	general human resources work

## Computer knowledge

windows  
 Microsoft word  
 Microsoft office  
 excel  
 PowerPoint

## Recommendations

Contact person	mabula fransisca
Occupation	chairperson
Company	rankhuwe development and learn-in centre
Telephone number	078 380 6437
Email address	fransisca.mabula1@gmail.com

#### **Additional information**

Driver licenses	None
Salary you wish	3500 R per month