



Potlake Mathabatha

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for Human Resource related posts and any other administrative jobs. i am willing to grow and learn in other competitive environments as i have gained extensive experience where i am currently working. it is an honour to be offered new challenges in my life as part of learning as a process.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Polokwane / Pietersburg Limpopo Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	1994-04-17 (30 years old)
Gender	Male
Residential location	Lebowakgomo 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	nuo 2017.04 iki 2019.03
Company name	Mamagogo High School
You were working at:	Personal assistant
Occupation	Administration Clerk
What you did at this job position?	Assisting in the administration of the school, assisting the principal with the office work, making sure that submissions are on time, attending workshops on behalf of the principal and other admin tasks assigned by the school management

Working period	nuo 2019.02 iki dabar
Company name	Limpopo Legislature
You were working at:	HR intern
Occupation	Human Resource Management
What you did at this job position?	Assisting with recruitment process, assisting with benefits of the members of the provincial parliament, assisting with labour relation disputes, recording on - going cases and assisting in the development of employees and also honourable members.

Education

Educational period	nuo 2014.01 iki 2016.11
Degree	Degree
Educational institution	University of Limpopo
Educational qualification	Bcom Human Resource Management
I could work	As a Human Resource Practitioner including, selection, recruitment, benefits, employee wellness, labour relations officer, human resource development, performance practitioner and any other administrative related work

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Sepedi	fluent	fluent	very good

Computer knowledge

Microsoft office. word, excel, powerpoint with extensive skill.

Conferences, seminars

N/A

Recommendations

Contact person	Mr Mashegoana LA
Occupation	Sectional Manager - Human Resource and Labour Relations
Company	Limpopo Legislature
Telephone number	0792754411
Email address	MashegoanaA@limpopoleg.gov.za

Additional information

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2017-01-00 (7 years)
Salary you wish	7000 R per month
How much do you earn now	5450 R per month