



Semangele Agnes Phale

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for human resources management jobs or any administrative work, as i am currently completing my National Diploma in Human Resource Management this year at the Central University of Technology and i have also N4 Human Resource Management certificate from Motheo TVET College. Therefore i also have 9 month Human resource management utilization experience as i was volunteering at Botshabelo Police station and i also have a call center experience as i was working permanently at Ramothello and Tsotetsi incorporated attorneys.

I am an active young lady, hard working and i like to explore, learn new things everyday and partake in youth programs taking place in my area, i have a computer skill, listening skill and i like working with other people and learning from them what i didn't know before and when i do my work or tasks that i am being given i fully commit to them and i can also handle pressure because working under pressure also has an impact in the development of one self.

Preferred occupation

HR intern

Management, human resources jobs

Receptionist

Administrative jobs

Data capturers

Administrative jobs

Preferred work location

Bloemfontein

Free State

Kimberley

Northern Cape

Johannesburg

Gauteng

Parys

Free State

Botshabelo

Free State

Contacts and general information about me

Day of birth

1995-04-07 (30 years old)

Gender

Female

Residential location	Botshabelo Free State
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2015.06 iki 2016.02
Company name	Botshabelo Police station
You were working at:	HR intern
Occupation	Junior Hr utilization officer (volunteer)
What you did at this job position?	I was doing labour relations and performance enhancement programme

Working period	nuo 2017.01 iki 2017.08
Company name	Ramothello and Tsotetsi Incorporated Attorneys
You were working at:	Debt collector
Occupation	Call center agent
What you did at this job position?	Calling customers collecting debts on behalf of the clients company and logging debit orders as one of the payment options

Education

Educational period	nuo 2014.01 iki 2014.11
Degree	Certificate
Educational institution	Motheo TVET College
Educational qualification	N4 Certificate in Human Resource Management
I could work	In human resources departments and administrative duties

Languages

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

Computer knowledge

I am knowledgeable in Microsoft word,office,excel,power point and spreadsheet.

Conferences, seminars

I have not attended any educational conference or seminars other than religious conferences and seminars and also youth conferences

Recommendations

Contact person	FLORENCE MAQOMA
Occupation	HR UTILIZATION CLERK
Company	BOTSHABELO POLICE STATION
Telephone number	0832405161
Email address	florencemaqoma@gmail.com

Additional information

Your hobbies	i like cooking,reading novels,traveling.
Driver licenses	None
Salary you wish	6000 R per month
How much do you earn now	0.00 R per month