



# Phumzile Gladys Thela

Curriculum Vitae (CV)

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

I am currently holding National Diploma in Hrm, currently employed by DOJ and CD as office manager,

I am having 6 subordinates that are reporting to me, I am dedicated individual, wishing to explore on corporate world, Coming to my strengths and weaknesses, my strengths are. I am a good learner, innovative, I have positive attitude and committed to my work. My weakness is procrastination and I am a bit selfish too. My ultimate goal is to do work what I like to do and your company can provide me that opportunity.

### Preferred occupation

#### HR specialists

Management, human resources jobs

#### Personal assistant

Administrative jobs

#### Secretaries

Administrative jobs

#### Administrators

Administrative jobs

### Preferred work location

#### Witbank

Mpumalanga

#### Ermelo

Mpumalanga

#### Dullstroom

Mpumalanga

#### Delmas

Mpumalanga

#### Standerton

Mpumalanga

#### Secunda

Mpumalanga

#### Hendrina

Mpumalanga

## Contacts and general information about me

Gender

Female

|                      |  |
|----------------------|--|
| Residential location | Ogies / Phola<br>Mpumalanga  |
| Telephone number     | Information is available only for registered users.<br><a href="#">Sign in</a> |
| Email address        | Information is available only for registered users.<br><a href="#">Sign in</a> |

### Work experience

|                                    |  |
|------------------------------------|--|
| Working period                     | <b>nuo 2016.05 iki dabar</b>   |
| Company name                       | DEPARTMENT OF JUSTICE  |
| You were working at:               | Office manager   |
| Occupation                         | OFFICE MANAGER   |
| What you did at this job position? | MANAGING THE OFFICE  |
| Working period                     | <b>nuo 2007.01 iki 2016.03</b>   |
| Company name                       | DEPARTMENT OF JUSTICE  |
| You were working at:               | Secretaries  |
| Occupation                         | SECRETARY TO MAGISTRATE  |
| What you did at this job position? | Managing diary of all the magistrate, taking minutes and typing and filing of correspondence |

### Education

|                           |                                |
|---------------------------|--------------------------------|
| Educational period        | <b>nuo 2009.01 iki 2015.12</b> |
| Degree                    | Diploma                        |
| Educational institution   | UNISA                          |
| Educational qualification | NHRM                           |
| I could work              | IN HUMAN RESOURCE              |
| Educational period        | <b>nuo 1991.01 iki 2001.12</b> |
| Degree                    | Grade 12 / Matric              |
| Educational institution   | CHIEF AMPIE MAYISA             |
| Educational qualification | SENIOR CERTIFICATE             |
| I could work              | AS ADMIN                       |

### Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| isiZulu  | very good      | very good           | very good     |
| English  | good           | good                | good          |

### Computer knowledge

outlook

intranet

Microsoft word

**Conferences, seminars**

excel

I attended few seminars at my work place

### Recommendations

|                  |                         |
|------------------|-------------------------|
| Contact person   | MASEKO LUCKY            |
| Occupation       | AREA COURT MANAGER      |
| Company          | DEPARTMENT OF JUSTICE   |
| Telephone number | 0716807603              |
| Email address    | Lomaseko@justice.gov.za |

### Additional information

|                          |                                     |
|--------------------------|-------------------------------------|
| Your hobbies             | netball, reading and cooking        |
| Driver licenses          | C1 Heavy Vehicle 3,500kg - 16,000kg |
| Driver license from      | 2015-09-00 (10 years)               |
| Salary you wish          | 40000 -45000 R per month            |
| How much do you earn now | 28596 R per month                   |