

CURRICULUM VITAE

OF

PHUMEZILE PRECIOUS QALINGE

Skisazana Village, Sterkspruit 9762

Cell Phone Number: 0630916934

Email: phumezileqalinge@21gmail.com

I have N6 in Human Resources Management. I also have computer skills which includes Microsoft word, Microsoft Access, Microsoft excel, Microsoft outlook and paste.

I believe that I will be able to do as indicated under your responsibilities that you have mention on your advertisement. I am a fast learner, able to grasp new ideas and concept. I am also self-motivated, flexible, Good communication skills and also able to work under pressure. I like to work as fast pace environment where deadlines are priority.

PERSONAL PROFILE

Surname:	Qalinge
First Name:	Phumezile Precious
Date of Birth:	02/07/2005
Identity Number:	0507020340083
Gender:	Female
Nationality:	South African
Health:	Good
Home language:	Isixhosa
Other Language:	English and Sesotho
Criminal Records:	None

EDUCATIONAL QUALIFICATIONS

Last School attended:	Tlokweg Senior Secondary School
Highest grade passed:	Grade 12/ Matric
Year completed :	2023

TERTIARY QUALIFICATIONS

Last school attended: Motheo TVET Collage

Course: Human Resources Management

Level: N6

Modules: Management Communication N4
Entrepreneurship and Business management N4
Computer Practice N4
Personal management N4
Labour Relations N5
Personal training N5
Personal management N5
Computer practice N5
Entrepreneurship and Business management N6
Labour Relations N6
Personal management N6
Personal Training N6

SKILLS

1. Good communication skills
2. Teamwork and time management
3. Problem solving
4. HR administration and record keeping
5. Knowledge of labour law and company policies
6. Recruitment and onboarding support
7. Attention to details without compromising to the quality of work

REFERENCES

Name and Surname: Phatsa Moses
Relation: Lecturer
Contact number: 069 869 9081

Name and Surname: Liile Mahau
Relation: Lecturer
Contact number: 073 656 4082