

MAMAELE KAUFELA

Contact

@ getzkau@gmail.com

0783792026/0733800139

1893 Mashaeng Fouriesburg 9725

Skills

Knowledge of Persal Knowledge 80%
of Sa-sams Strong administrative
skills The ability to follow
instructions and deliver results
Exceptional communication and
networking The ability to work
underpressure & multitask
Microsoft office (word, excel and
PowerPoint)

EXPERIENCE

Department of Education Motheo District	05.09.19
Wil (3Months)	-
. Assisting in office administration answering calls, typing letters and responding to emails.	31.11.19
. Attending daily clients (Teachers)	
.compiling substitute file	
. recording teachers profile on persal	
. Terminating expired contracts	
.sifting in/out of promotional post	
.paying public servants (Sundays and Public holidays)	
. Attending interviews and shortlisting	
.liasing with internal department	

EDUCATION

Central University of Technology	2020
Diploma in Human Resource Management	
Majoring in Industrial Relations, Personnel Management	
Ipokelleng S.S	2013
History/Geography	
Grade12	

REFERENCE

Mrs Tindleni - DOE MOTHEO DISTRICT

HUMAN RESOURCE OFFICER
0826234190

Mr Finger - DOE MOTHEO DISTRICT

Human Resource OFFICER
0794177886

Mrs Phalime - DOE Motheo District

Human Resource Clerk
0646597637