**Curriculum Vitae**

**Write your name: Mpho Thlongwane**

1. **Personal details**

Surname :

First names :

Gender : Not compulsory to write

Identity number :

Drivers License : Code 08 if applicable

Postal and Residential address :

Daytime Telephone number :

Cellular number : VIP

E-mail address : VIP

Home language : Not compulsory to write

Other language Proficiency : Not compulsory to write

1. **Academic details**

# Tertiary Education

(Start with the current qualification or field of study)

Institution : Tshwane University of Technology

Course : Example: National Diploma …..

Current Year : 2012

Currently registered subjects : List your subjects here (not compulsory)

P1 / P2 completed or required (If applicable)

Addition Qualifications (certificates)

# Secondary Education

School : Name of High School

Year : Year that you obtained matric/grade 12

Qualification : N3 or Grade 12

1. **Professional Membership** E.g. TUT Mentor LSRC etc.

Member of South African Board of Personnel Practice (SABPP) as HR Candidate, Category: Generalist.

1. **Work Experience**

Name of Company :

Position :

Duration of service :

Duties/Responsibilities :

(NB! Focus on Skills, abilities, knowledge, and attributes when explaining responsibilities)

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1. **Transferable Skills**
2. Computer skills and knowledge

I have a good working knowledge of the following:

MS Word MS Excel

* + MS Power point Internet. research
  + e-Mail Alchemy Administrator
  + Integrated Tertiary System Cafe Suite 3.45d

1. Communication Skills

E.g.

* Verbal skills: my ability to communicate well with different people on the phone and face to face at a working environment and at tertiary level has enabled me acquire this skill.
* Writing skills: writing memorandums and letters at a working environment and assignments at tertiary environment have enabled me to obtain this skill.
* Interpersonal skills; my ability to speak, write and present myself fluently and immaculately has enabled me to have good interpersonal relations with different people.
* Leadership skills: I am currently the Chairperson of the Positive Talk Club of Tshwane University of Technology.

I was the leader of the student representative committee for the Human Resources Management programme at Tshwane University of Technology in 2007.

1. **Achievements**: I was a top student in HRM in 2011
2. **Attributes** ; My hard working ,organised, dependable, sociable, openness, and highly motivated qualities are attributes to my ability to associate well with people of different cultures, beliefs, and personalities.
3. **References / Testimonial**

(A reference is not a lecturer, unless the lecturer knows you very well. It should be a friend of the family or somebody that knows you very well (not your mother, father or any other immediate family member.) A school teacher/principal or a close friend of the family, a previous employer.

2-3 references

Name or person :

Designation :

Company :

Contact telephone numbers :