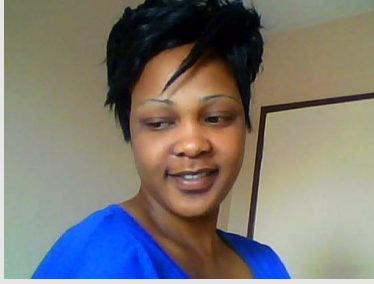


BOGALENG LINKY MALATJI



Personal Details

ID : 8606180663086
D.O.B : 1986 /06 /18
Marital Status : Married
Maiden Name : Makgaleng
Race : African
Nationality : South African
Gender : Female
Home Language : Sepedi
Other Languages : English
Xitsonga
Tshivenda
Tswana
IsiZulu

Contact Details

Home Address:

Stand no.48, Khayalame section C
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Shiluvane
0873

Postal Address:

P.O Box 464
Shiluvane
0873

Phone: 072 1461 590 /
078 474 2902

Email Address:

bogaleng.makgaleng@gmail.com

ACADEMIC QUALIFICATIONS

UNIVERSITY OF LIMPOPO:

BACHELOR'S DEGREE IN ADMINISTRATION: 2013

- Introduction to work behavior (HRM)
- Concept of development (DEVS)
- Nature of Public Administration (PUBA)
- Local Government Management(LGOV)

RACHIE IT SOLUTIONS:

DIPLOMA IN OFFICE COMPUTING - 2007

- Operating System: Windows95/98/2000 & XP
- MS-Word
- MS-Excel
- MS-Access
- MS-PowerPoint
- Internet & emailing

MPHELA'MARUMO SEC SCHOOL

SENIOR CERTIFICATE -2005

- English 2nd Language
- Sepedi 1st Language
- Mathematics
- Accounting
- Economics

Summary of work experience

1. Department of Education – Tzaneen Circuit Office

HRM section and Registry Office (Receiving, Record & filling)

Position: Internship

Duration: 02 April 2018 – 31 March 2020

Duties:

Registry (Receiving, Record & Filling)

- Receiving, recording and sorting of incoming documents
- Maintaining proper filling according to filling system plan,
- Opening of new files ,Tracing of files ,Updating old files (best practice) ,Retrieving of files ,
- Distribution of documents\circulars to relevant employee
- Operating the switchboard, Making copies and faxes

-HRM

Capturing of leave forms in the system (persal), registering captured leave forms, submitting captured documents to Registry office, attending the extensions of contracts for the temporary educators, Retirement of employee's process, attending to enquiries of employees & other clients and Knowledge of sifting

2. Department of Health -Jane Furse Memorial hospital

Position: Learnership

Section: Patient Administration (OPD)

Duration: 1 year (06/2015 -05/2016)

Duties

- OPD section (Record & filling) (On rotation to other sections)
- Daily registration of new patients on MEDCOM system. Update the information of patients on the system and transfer them to relevant doctors.
- Keeping the record of files, collecting patients' files from different wards.
- Sorting, recording and filling information
- Tracing misplaced or missing files based on the record
- Receiving/record/filling of information, updating all achieved files on the system before handing them over to the patient

Skill Highlights

- | | |
|------------------------|-------------------|
| -Communication Skills | - Team Work |
| - Interpersonal skills | - Data Analysis |
| - Computer knowledge | - Confidentiality |
| - Problem solving | - Decision Making |

References

Mr. MALULEKE H.T

Department of Education (Tzaneen Circuit)

Supervisor: Human Resource Management (HRM)

015 306 6821 /083 737 4034

Mr. NOMVELA KF

Department Of Education

Circuit Manager (Tzaneen Circuit)

015 307 4296

Mr. MASHILO M.T

Department of Health

HR Training Officer (Jane Furse Memorial Hospital)

013 265 9427 /079 4775 893

Ms MAKGALENG EM

Sister

073 1339 199 /082 350 2861