

## PERSONAL DETAILS

Surname : Lekhalanyane

Names : Puseletso Gladys

Gender : Female

Race : Black

Marital Status : Single

Citizenship : South African

Identity No : 751228 0490 084

Learner's License: (Driver's License in Progress- Code 10)

e-Mail Address : lekhalanyanePG@qwa.ufs.ac.za

Landline (Work): (058) 718 – 5120

Cell no. : 074 4171 029

Postal Address : 1172 Moteka Street

Phuthaditjhaba

Code: (9866)

<b>Languages:</b>	Speak	Read	Write
English	Good	Good	Good
Sesotho	Good	Good	Good
Zulu	Good	Fair	Fair

# QUALIFICATIONS

## High School Education:

Name of School: Khola Thuto Secondary School

Qualifications: Matric / Grade 12

Year Obtained: 1994

**Subjects Passed:** Southern Sotho HG  
English HG  
Afrikaans HG  
Biology SG  
Biblical Studies HG  
History SG

## Tertiary Qualifications:

**Institution:** University of the Free State  
**Qualification :** Bachelors Degree (BA) with (B Admin) subjects/ contents  
**Year Obtained :** 2007  
**Subjects Passed:** English  
Economics  
Introduction to Local Government  
Administrative and Constitutional Law  
Industrial Law and Labour Relations  
Computer Science (BRS)

**Major Courses:**  
Public Administration  
Industrial Psychology

**Institution:** University of South Africa (UNISA)  
**Qualification :** Certificate in HR Practices  
**Course:** Short Course in Human Resources: Hiring Principles & Practices  
**Year Obtained:** 2009

# WORK EXPERIENCE

**2010- 06-01 to date** I am an Assistant Officer in the office of Centre for Teaching and Learning (CTL) UFS-Qwaqwa Campus under supervision of Dr E.M Smuts

Duties and responsibilities: Provide general office administration  
Provide administrative support to my senior  
Compile term and annual reports  
Manage trainings and workshops budget  
Logistic to trainings, seminars and workshops presented by CTL division  
Plan, arrange and organize caterings, transport and bookings of venue  
Dealing with internal and external correspondence (eg.) distributing information on emails and responding to advertised trainings and workshops  
Responding to telephone enquiries  
I am an Assets manager in CTL division

**2009 January and 2010 January;** I worked as a temporary Assistant Officer in the office of Academic Head- UFS Qwaqwa Campus under supervision of Prof. WF van Zyl

Duties performed: Liaise students with Academic Head.  
Assist in typing, filing, make photocopies and responding to telephone enquiries.

From **2008-03-01 to 2008-06-30** I worked as a temporary Secretary in the office of a former Program Head Dr K.S Milondzo in School of Education-UFS Qwaqwa Campus.

Duties and responsibilities: Perform secretarial duties to Program Head  
Provide general office administration  
Provide administrative support to the staff  
Dealing with email correspondence  
Ordering stationery and office equipments  
Responding to telephone enquiries

# COMPETENCIES

## SKILLS AND ABILITIES:

Sound Interpersonal and Communication Skills  
Excellent Administrative Skills  
Good Telephone Etiquette  
Thorough Knowledge of GroupWise  
Computer literate-Advance in MS Word 2007, MS Excel 2007, MS PowerPoint & Internet  
Ability to work under-pressure and to meet deadlines  
Hard worker and dedicated to self development

## REFERENCES

Name : Dr EM Smuts  
Position : CTL Manager (Centre for Teaching and Learning in Higher Education) - UFS  
Contact no.: (058) 718- 5098  
Cell no . : 072 448 1710

Name : Prof. WF van Zyl  
Position : Academic Head (Assistant to Campus Principal) - UFS  
Contact no. : (058) 718- 5109/ 5111  
Cell no. : 082 806 2686

Name : Dr KS Milondzo  
Position : Former Program Head & Senior Lecture (School of Education) - UFS  
Cell no. : 083 379 9328