



# Thabang Moholoeng

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I'm multiskilled person, always put effort in what and I can also go extra mile when given a duty to perform.

Always pay attention to details, self respect, team player. Any job is fine, it can be administration or driving.

Preferred occupation Administrators  
Administrative jobs

Preferred work location Kathu  
Northern Cape

## Contacts and general information about me

Day of birth 1992-02-29 (32 years old)

Gender Female

Residential location Kathu  
Northern Cape

Telephone number *Information is available only for registered users.*  
[Sign in](#)

Email address *Information is available only for registered users.*  
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## Work experience

Working period **nuo 2020.03 iki 2021.01**

Company name Record Engineering Project

You were working at: Administrators

Occupation Project Management Intern

What you did at this job position? Assists project manager with general administrative, Processing attendance records and timesheets. Placing orders, keep records of orders placed. Handling day to day queries and other. Filling, Maintaining personnel files on site, Compiling minutes for the meeting, Liaising with head office, driving to the workshop to collect PPE and take it to the site.

## Education

Educational period **nuo 2019.11 iki 2020.11**  
 Degree Certificate  
 Educational institution NCR TVET COLLEGE  
 Educational qualification NQF Level 4 Project management  
 I could work yes

Educational period **nuo 2020.03 iki 2020.04**  
 Degree Certificate  
 Educational institution Creative Minds  
 Educational qualification MS Project 2016  
 I could work yes

Educational period **nuo 2019.10 iki 2019.11**  
 Degree Certificate  
 Educational institution Basic Computing  
 Educational qualification Office Administration  
 I could work yes

Educational period **nuo 2011.01 iki 2013.01**  
 Degree Certificate  
 Educational institution Advanced Technology Training Institute  
 Educational qualification NQF Level 3 & 4 Information Technology ( End user Computing)  
 I could work yes

Educational period **nuo 2010.01 iki 2010.11**  
 Degree Grade 12 / Matric  
 Educational institution Itlotleng Commercial High School  
 Educational qualification Matric  
 I could work yes

**Languages**

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English  | very good      | very good           | very good     |

**Computer knowledge**

Microsoft Word, Microsoft Excel, Powerpoint, Access, Ms Outlook

**Conferences, seminars**

I have never attended seminars before.

## Recommendations

|                  |                            |
|------------------|----------------------------|
| Contact person   | Mr Brightwell Mchunu       |
| Occupation       | Site Manager               |
| Company          | Record Engineering Project |
| Telephone number | 0647560972                 |
| Email address    | brightwell@record.co.za    |

## Additional information

|                          |   |
|--------------------------|---|
| Your hobbies             | I love to read, in my spare time I love to go out with colleagues to get to know them better to create a strong working spirit. |
| Driver licenses          | C1 Heavy Vehicle 3,500kg - 16,000kg   |
| Driver license from      | 2014-07-00 (10 years)   |
| Salary you wish          | R12.000 R per month   |
| How much do you earn now | R5000 R per month   |