



# 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.*  
   [Sign in](#)

## 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