



Thabang Phillemon Mogolane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am Mogolane TP, aged 25 years old.. I have Management Assistant Qualification

My skills

Good communication skills, alright to prioritize work urgent matters, good presentation and facilitations skills, ability to work under pressure, organizational skills, Data capturing skills, Microsoft skills, Ability to multitask, Encourage team work, Time management skill, Attention to details, and Telephone etiquette

Preferred occupation	Operations Clerk Administrative jobs
Preferred work location	Polokwane / Pietersburg Limpopo

Contacts and general information about me

Day of birth	1996-09-13 (27 years old)
Gender	Male
Residential location	Polokwane / Pietersburg Limpopo
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2019.09 iki 2021.03
Company name	Pitsi-a-mashilo primary
Occupation	Administrative Assistant
What you did at this job position?	Typing, operating Photocopy machine

Education

Educational period	nuo 2016.01 iki 2021.12
Degree	Certificate
Educational institution	Capricorn tvet for college
Educational qualification	N6 Management Assistant
I could work	Receptionist, Administrative Assistant, Secretary, Personal Assistant

Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good

Recommendations

Contact person	Mr Chuene MM
Occupation	Principal
Company	Pitsi-a-mashilo primary school
Telephone number	0829314260

Additional information

Your hobbies	Reading news papers and playing soccer
Driver licenses	None
Salary you wish	5500 R per month
How much do you earn now	N/A R per month