



Jwalane Mokhethi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for administrative jobs.

I am a 25-year-old South African woman of Sotho descent. I am an ambitious, results-oriented, goal-driven and self-motivated individual, who desires a work environment that provides opportunities for both personal and career growth. I have considerable experience working with diverse teams and enjoy interacting with people from culturally diverse backgrounds. I have good communication skills, both written and verbal in face-to-face and telephonic situations. I have excellent client service skills, including those developed in my time working as an intern and assistant officer in the Faculty of Education at University of the Free State QwaQwa, in this internship I have also developed knowledge of university systems like PeopleSoft and demonstrated my organisational and administrative skills. I have also displayed my ability to adapt easily to change and work effectively under pressure.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Bloemfontein Free State
	Bethlehem Free State

Contacts and general information about me

Day of birth	1997-11-30 (26 years old)
Gender	Male
Residential location	Phuthaditjhaba Free State
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 2019.08 iki 2022.09
Company name	University of the Free State

Education

Educational period	nuo 2016.01 iki 2017.06
Degree	Certificate
Educational institution	Maluti Tvet College
Educational qualification	Human Resources Management N6
Educational period	nuo 2015.01 iki 2015.11
Degree	Grade 12 / Matric
Educational institution	KgolaThuto S. S.S
Educational qualification	Matric

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	very good	very good
isiZulu	basic	basic	basic
Sesotho	fluent	fluent	fluent

Computer knowledge

Micro soft Word, Excel, people soft and outlook

Recommendations

Contact person	Dr Cias Tsotetsi
Occupation	Former Supervisor
Company	University of the Free State
Telephone number	0721994500
Email address	Tsotetsict@ufs.ac.za

Additional information

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2021-09-00 (3 years)
Salary you wish	R10000 R per month
How much do you earn now	00 R per month