



# Beatrice Mahlatse Mphahlele

Curriculum Vitae (CV)

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

I am organized dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take added responsibilities to meet team goals. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. Reliable employee seeking administrative clerk, admin clerk, office work assistant, admin clerk assistant, general work and receptionist position. Offering excellent communication and good judgement. Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level in any position. Ready to help team achieve company goals and I am willing to relocate.

Preferred occupation	Government jobs Government jobs
Preferred work location	Pretoria / Tshwane Gauteng

## Contacts and general information about me

Day of birth	1997-02-22 (27 years old)
Gender	Female
Residential location	Lebowakgomo Limpopo
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period **nuo 2021.11 iki 2022.03**

Company name Department of Education

You were working at: Government jobs

Occupation Educator Assistant

What you did at this job position? Taught courses or lessons under guidance of senior instructors. Mentored and tutored individual students needing additional help. Organized materials in classroom spaces based on educator plans, activity stations or other requirements outlined by teachers. Shared important information with learners concerning upcoming assignments and tests. Planning weekly activities . Managed classroom activities, parents conferences and lesson plans. Exemplified positive behavior for children by assisting with learning, moving around to manage classroom and maintaining safety. Encouraged small groups to discuss topics and explore concepts through hands-on activities

### Education

Educational period **nuo 2019.08 iki 2021.03**

Degree Certificate

Educational institution University of South Africa

Educational qualification Higher Certificate in Law

Educational period **nuo 2011.01 iki 2017.11**

Degree Grade 12 / Matric

Educational institution Derek Kobe Senior Secondary School

Educational qualification Grade 12

### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Sepedi	fluent	fluent	fluent
isiZulu	basic	basic	basic
Setswana	very good	very good	very good

### Computer knowledge

Microsoft Office 2007 and 2013 (Word, Excel, Outlook, PowerPoint, OneNote, Access)

Google Drive ( Docs Sheets, Slides, Forms)

Spreadsheets (Excel, Google Sheets, Open Office Calc)

### Recommendations

Contact person	Themba MR
Occupation	Primary School Principal
Company	Department of Education
Telephone number	0722806253
Email address	maitethemba32@gmail.com

Contact person	Kgatla MH
Occupation	Primary School HOD
Company	Department of Education
Telephone number	0769829506

#### **Additional information**

Your hobbies	Reading, listening to music, soccer, jogging
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2019-08-00 (5 years)
Salary you wish	10 000 R per month