



Rapelang Mphuthing

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am an excellent team worker and am able to take instructions from all levels and build up good working relationships with all colleagues. I am flexible, reliable and possess excellent time keeping skills. I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I have a high degree of integrity and professionalism at all times.

Preferred occupation	Personal assistant Administrative jobs
Preferred work location	Bloemfontein Free State
	East London Eastern Cape
	Aliwal North Eastern Cape
	Kroonstad Free State

Contacts and general information about me

Day of birth	1984-05-08 (40 years old)
Gender	Female
Residential location	Port Elizabeth Eastern Cape
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 2021.12 iki 2022.04
Company name	Statistics South Africa
You were working at:	Field Agent
Occupation	Field Operations Officer (manager)
What you did at this job position?	Oversee all the work done by fieldworkers in my team,

Working period **nuo 2019.04 iki 2021.03**
 Company name Eastern Cape Department of Human Settlements
 You were working at: Administrators
 Occupation Administration intern
 What you did at this job position? All administration work, including work reasonably instructed by management

Education

Educational period **nuo 2014.07 iki 2015.12**
 Degree Diploma
 Educational institution Ikhala TVET College
 Educational qualification National Diploma
 I could work Anywhere I prefer

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
isiXhosa	good	good	good
Setswana	good	good	good
isiZulu	good	good	good

Computer knowledge

Intoduction to computers
 Microsoft XP
 Microsoft Word
 Microsoft Excel
 Internet Explorer
 Outlook Express

Recommendations

Contact person Mr Moeketsi Marai
 Occupation Senior Administrative Officer
 Company Eastern Cape Department of Human Settlements
 Telephone number 074 522 2051/051 633 2264
 Email address MongeziM@ecdhs.gov.za

Additional information

Your hobbies
 Netball
 Soccer
 Jogging
 Cooking

	Singing
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2010-02-00 (14 years)
Salary you wish	market related R per month
How much do you earn now	0.00 R per month