



# Kabelo Moyo

Curriculum Vitae (CV)

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

To gain a challenging entry level position whether an apprenticeship or learnership also permanent employment that utilizes my analytical and communication skills as well as allow me to apply the theoretical knowledge I have obtained through my course of studying.

I am an enthusiastic and energetic individual dedicated to providing world class service, I possess excellent inter personal and communication skills. I thrive in highly pressurised environments with great tactful time management skills. I am versatile and quick to assimilate new ideas.

Preferred occupation                      Artisan Diesel Mechanic or Fitter and Turner  
Engineering jobs

Government jobs  
Government jobs

Shop assistants  
Retail, store jobs

Preferred work location                      Pretoria / Tshwane  
Gauteng

## Contacts and general information about me

Gender    Male

Residential location                              Pretoria / Tshwane  
Gauteng

Telephone number                                *Information is available only for registered users.*  
[Sign in](#)

Email address                                      *Information is available only for registered users.*  
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## Work experience

Working period                                    **nuo 2020.12 iki 2021.04**

Company name                                    Ruabohlale Secondary School

You were working at:                            Government jobs

Occupation                                        PYEI Supervisor and Education Assistant

What you did at this job position?          Allocation of duties to assistants, relaying messages from the SMT's to teachers & assistants, making sure that assistants come to work on time and sign in as well as signing out, filing & maintaining of school records printing & copying of documents needed for classes & meetings.

Working period **nuo 2020.08 iki 2020.11**  
 Company name Ruabohlale Secondary School  
 You were working at: Government jobs  
 Occupation Youth Brigade  
 What you did at this job position? ensuring the compliance of the staff and learners to co-vid 19 regulations, administration and reviewing of screening results, procurement of equipment & required for day to day running of the school such as sanitizers, scanners &etc.

Working period **nuo 2019.09 iki 2019.12**  
 Company name Green Exhibition Services  
 You were working at: Data capturers  
 Occupation Administration  
 What you did at this job position? capture and retrieval of client/customer information and printing of access tags/cards.

**Education**

Educational period **nuo 2016.01 iki 2018.12**  
 Degree Certificate  
 Educational institution South West Gauteng College  
 Educational qualification Report 191 Nated N1-N4 Mechanical engineering  
 I could work Yes

Educational period **nuo 2012.01 iki 2013.12**  
 Degree Grade 12 / Matric  
 Educational institution Reitumetse Secondary School  
 Educational qualification Matric  
 I could work Yes

**Languages**

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Sepedi	very good	fluent	very good
isiZulu	good	good	basic
Sesotho	basic	basic	do not know

**Computer knowledge**

Microsoft office:word,visio and PowerPoint  
 Os:Windows

**Recommendations**

Contact person	Mrs G N Lebese
Occupation	Principal
Company	Ruabohlale Secondary School
Telephone number	0825559731
Email address	Ruabohlalesec@gmail.com

Contact person	Mrs Tjale
Occupation	Deputy Principal
Company	Ruabohlale Secondary School
Telephone number	0847041171

Contact person	Ms B Mohale
Occupation	IT Assistant
Company	M H Baloyi High School
Telephone number	0734040959

#### **Additional information**

Your hobbies	Reading,photography and public speaking
Driver licenses	None
Salary you wish	5000 R per month