



Thabo Mokwane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administration position

I have attention to detail

Preferred occupation Administrators
Administrative jobs

Preferred work location Johannesburg
Gauteng

Sedibeng
Gauteng

Contacts and general information about me

Day of birth 1984-09-07 (40 years old)

Gender Male

Residential location Johannesburg
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 2013.05 iki 2023.03**

Company name Discovery insure

You were working at: Insurance administrator

Occupation Payments administrator

What you did at this job position? Processing payments, communicating with external service providers,communicating with clients,,paying third parties,processing payments for business insurance,

Working period **nuo 2012.09 iki 2013.04**

Company name Exiliti services

You were working at: Insurance administrator

Occupation Claims administrator

What you did at this job position? Policy administration, cover confirmation

Working period **nuo 2008.05 iki 2010.03**
 Company name Guardrisk Insurance
 You were working at: Insurance administrator
 Occupation Claims administrator
 What you did at this job position? Capturing claims, appointing assessors,paying claims

Education

Educational period **nuo 2019.01 iki 2019.06**
 Degree Certificate
 Educational institution Charterquest

Educational period **nuo 2000.01 iki 2022.11**
 Degree Grade 12 / Matric
 Educational institution Rakoko high school

Languages

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

Computer knowledge

Microsoft outlook
 Microsoft word
 Microsoft excel

Recommendations

Contact person Patricia Mthunzi
 Occupation Senior payments administrator
 Company Discovery insure
 Telephone number 0627548110

Additional information

Salary you wish 14000 R per month
 How much do you earn now 13500 R per month