



# 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.*  
[Sign in](#)

## 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