



Thabo Mphaphathi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

As an experienced office administration clerk, lead generator , electronic designer and general worker,Im looking forward to a challenging job in managerial sector.i possess soft skills in end-user computing and like to work with people. am a mature, responsible adult, with National Certificate, Skill Certificate and Certificates looking for a challenging career in the Administration and Management Sector. My vision is to become a Professional Manager.

| | |
|-------------------------|---------------------------------------|
| Preferred occupation | Administrators Administrative jobs |
| Preferred work location | Free State |

Contacts and general information about me

| | |
|----------------------|---------------------------------------------------------------------------------------|
| Day of birth | 1986-01-21 (38 years old) |
| Gender | Male |
| Residential location | Botshabelo Free State |
| 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 2016.01 iki 2017.12 |
| Company name | miway insurance limited |
| You were working at: | Telemarketers |
| Occupation | lead generator |
| What you did at this job position? | marketing the car, home and business insurance, also do on-line quotations for the clients |
| Working period | nuo 2007.08 iki 2010.01 |
| Company name | seemahale secondary school |
| You were working at: | Administrators |
| Occupation | administration clerk |
| What you did at this job position? | All administration related duties |

Education

| | |
|---------------------------|--------------------------------------------------------------------|
| Educational period | nuo 2007.08 iki 2010.01 |
| Degree | Certificate |
| Educational institution | Motheo TVET College |
| Educational qualification | Nationational cetificate:Information Technology:End-User Computing |
| I could work | Office Administration work |

Languages

| Language | Speaking level | Understanding level | Writing level |
|-----------------|-----------------------|----------------------------|----------------------|
| Sesotho | fluent | fluent | fluent |
| English | fluent | fluent | fluent |
| Afrikaans | basic | basic | good |

Computer knowledge

Microsoft office(Excel,Word,PowerPoint)
E-design animation and solution developer(Graphics design)

Conferences, seminars

Global forex institute seminar, in Bloemfontein

Recommendations

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|------------------|----------------------------|
| Contact person | mr tj nkokoto |
| Occupation | principal |
| Company | seemahale secondary school |
| Telephone number | 0515347190 |

Additional information

| | |
|--------------------------|-------------------------------------------------------|
| Your hobbies | Reading listening to music Electronic designing |
| Driver licenses | C1 Heavy Vehicle 3,500kg - 16,000kg |
| Driver license from | 2018-03-00 (6 years) |
| Salary you wish | 5000 R per month |
| How much do you earn now | 2500 R per month |