



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

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