



# Kabelo Moti

Curriculum Vitae (CV)

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

Good Day, I am Kabelo Moti, am 22 years old currently residing in Pretoria.

I am currently employed as a Temporary Administration Assistance at the NRF within the Research Chairs and Centres of Excellence (RCCE). I was also an Intern at the National Research Foundation (NRF) within the same directory under the supervision of Dr Nana Boaduo. Both the position has provided me with relevant experience.

Some of my key responsibilities involve managing admin communication which including organising meeting and taking minutes, arranging logistics, handling and processing communication for the office.

My qualification include a National Diploma in Marketing and also a B-Tech in Marketing obtained from Tshwane University of Technology, Main campus.

Now I am organised individual who loves the challenge of solving problems, who enjoys being part of a successful and productive team. My positive attitude helps me to reach my goals and am keen to learn and grow my career path in addition I have a good communication and computer skill, also I am a diligent worker who take pride in their work. I believe that I am ready to accept more responsibility and make a positive contribution towards the company success and future plans.

A Copy of my curriculum vitae, which contain any other information that you might require is enclosed.

Should you wish to interview me, I am available during office hours and can be reached on 074 6429 703. Email address Kabelo.moti@gmail.com

Yours Faithfully,

Kabelo

Preferred occupation

Sales consultant  
Sales jobs

Data capturers  
Administrative jobs

Sales representative  
Sales jobs

Administrators  
Administrative jobs

Preferred work location  
Pretoria / Tshwane  
Gauteng

### Contacts and general information about me

Day of birth  
1996-08-18 (28 years old)

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.*  
[Sign in](#)

### Work experience

Working period  
**nuo 2018.04 iki 2019.04**

Company name  
National Research Foundation

You were working at:  
Administrators

### Additional information

Salary you wish  
25000-30000 R per month

How much do you earn now  
20000 R per month