



# Kabelo Makgopa

Curriculum Vitae (CV)

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

Currently seeking for any internship or employment in relation to Communication and Psychology, PR, Marketing, Social Science and any related field.

I have recently completed my bachelor's degree in BA disciplined in Communication Science and Psychology, but still awaiting graduation certificate. I completed my Higher Certificate in Event Management, just I have not had an opportunity to apply my skills and creativity in practice. I am an individual who loves challenges, new experiences and adapt easily to change. I love working with different people from different backgrounds, learning about other people's experiences and different perspectives in life. I have passion on human behaviour and how their cognitive abilities affect their action. In my academic experience, I have developed the interpersonal skills of working with people and the use of communication skills will be more advantageous, and more willing to apply my learned skills and experience into practice, as well as being beneficial to the company. I would be more appreciative if I could hear back from you. This will be a great opportunity to explore more of the work environment, and also to get the opportunity to share my abilities and skills of effective communication through human behaviour.

### Preferred occupation

**Communications**

Other jobs

**Receptionists**

Hotel jobs

**Internships**

Other jobs

**Waiters, waitresses**

Restaurant, bar service jobs

**Aftercare assistant**

Teaching jobs

**Marketing assistant**

Ads, marketing jobs

### Preferred work location

**Pretoria / Tshwane**

Gauteng

**East Rand**

Gauteng

**Witbank**

Mpumalanga

Groblersdal  
Mpumalanga

Kriel  
Mpumalanga

Middelburg  
Mpumalanga

Siyabuswa  
Mpumalanga

Delmas  
Mpumalanga

Marblehall  
Limpopo

Polokwane / Pietersburg  
Limpopo

Lebowakgomo  
Limpopo

Louis Trichardt  
Limpopo

Lephalale / Ellisras  
Limpopo

Mankweng  
Limpopo

Modimolle / Nylstroom  
Limpopo

Mokopane / Potgietersrus  
Limpopo

Other Limpopo  
Limpopo

Contacts and general information about me

|                      |  |
|----------------------|--|
| Day of birth         | 1998-01-29 (26 years old)  |
| Gender               | Female   |
| Residential location | Kwaggafontain<br>Mpumalanga  |
| Telephone number     | Information is available only for registered users.<br><a href="#">Sign in</a> |
| Email address        | Information is available only for registered users.<br><a href="#">Sign in</a> |

Work experience

Working period **nuo 2020.12 iki 2021.04**  
 Company name Thushanang Primary School  
 You were working at: Teachers  
 Occupation Educational Assistant  
 What you did at this job position? Assisting teachers with learning programme, providing academic emotional support to learners, and ensuring that all learning materials are being provided to the learners.

Working period **nuo 2021.11 iki 2022.08**  
 Company name Outsurance Hastings Direct  
 You were working at: Administrators  
 Occupation Claims Administration Intern  
 What you did at this job position? • Monitor the team's performance as per agreed Key Performance Indicators using Excel Sheet (VLOOKUP, count if formulas, averages and pivot tables) • Manage and employee data of 180+ personnel including capturing leave and operational absentees, and payslip capture using Summit PBS. • Managed and maintained customers complaints and team absentees data by extracting performance raw data and pivot to get averages. • Handled Hr functions including administering employee fitness evaluations, compiling shift hours and duty list, ensuring all agents are captured according to their teams, and correct reporting to skillsets. • Perform general administration duties including allocating lockers and teams to agents, tracking leave, absenteeism, team performance, teams shift duty allocation and capturing agents overtime.

## Education

Educational period **nuo 2018.02 iki 2020.12**  
 Degree Degree  
 Educational institution IIE Varsity College  
 Educational qualification BA in Communication Science and Psychology

Educational period **nuo 2017.02 iki 2017.12**  
 Degree Certificate  
 Educational institution IIE Varsity College  
 Educational qualification Higher Certificate in Event Management

Educational period **nuo 2013.01 iki 2015.12**  
 Degree Grade 12 / Matric  
 Educational institution St Josef's Comprehensive School  
 Educational qualification Matric

## Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
|----------|----------------|---------------------|---------------|

|            |        |        |        |
|------------|--------|--------|--------|
| English    | fluent | fluent | fluent |
| Setswana   | fluent | fluent | fluent |
| Sepedi     | fluent | fluent | fluent |
| isiNdebele | good   | good   | good   |
| isiZulu    | good   | good   | good   |
| Tshivenda  | basic  | basic  | basic  |

### Computer knowledge

MS Word, Excel, PowerPoint, Outlook

### Recommendations

|                  |                           |
|------------------|---------------------------|
| Contact person   | Mr Mampane                |
| Occupation       | School Principal          |
| Company          | Thushanang Primary School |
| Telephone number | 0636687472                |

|                  |                            |
|------------------|----------------------------|
| Contact person   | Anine Engelbrecht          |
| Occupation       | General Manager            |
| Company          | Outsurance Hastings Direct |
| Telephone number | 0828706522                 |

### Additional information

|                          |                             |
|--------------------------|-----------------------------|
| Your hobbies             | Traveling • Music • Reading |
| Driver licenses          | None                        |
| Salary you wish          | 12000 R per month           |
| How much do you earn now | 6000 R per month            |