



Kgaugelo Therence Seabela

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Im looking for administration job because i completed my diploma in administrative information management and im good with Office administration duties: answering phone calls, attending to visitors, dealing with students enquires, assisting part time lectures, taking care of the office in the absence of my supervisors, planning and managing diary, making copies and Preforming day to day administration tasks

- Communication and interpersonal Skills including to write simple correspondence and effective presentation of information
- Computer Skill: Micro-Soft Word, Micro-Soft Excel, Micro-Soft PowerPoint, Micro-Soft Outlook Explorer, Micro-Soft Access and Intern
- Capable of meeting deadlines and working independently without close supervision
- Able to maintain strict confidentiality
- Work well independently and in a team. Work hard under pressure

Preferred occupation

Administrators

Administrative jobs

Filing clerk

Administrative jobs

Secretaries

Administrative jobs

Personal assistant

Administrative jobs

Claims manager

Administrative jobs

Estate manager

Administrative jobs

Preferred work location

Polokwane / Pietersburg

Limpopo

Contacts and general information about me

Day of birth 1994-10-19 (31 years old)

Gender Male

Residential location Polokwane / Pietersburg
Limpopo

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 2020.11 iki 2022.01**
 Company name Matsaola Debt clinic/attorney
 You were working at: Administrators
 Occupation legal secretary
 What you did at this job position? filling of legal document, drafting of legal document, requesting of date for trial at high court. dealing with petty cash, making orders for office equipment.

Working period **nuo 2022.02 iki 2022.08**
 Company name Tshwane University of Technology
 You were working at: Administrators
 Occupation Administration assistance
 What you did at this job position? Taking of incoming and out going calls, making orders for office equipment, drafting of reports, sending and receiving emails.

Education

Educational period **nuo 2019.01 iki 2021.12**
 Degree Diploma
 Educational institution Tshwane University of Technology
 Educational qualification Administrative Information Management
 I could work yes i could as an administrator

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
isiZulu	good	good	basic
Sepedi	very good	very good	very good

Computer knowledge

• Computer Skill: Micro-Soft Word, Micro-Soft Excel, Micro-Soft PowerPoint, Micro-Soft Outlook Explorer, Micro-Soft Access and Intern

Conferences, seminars

I did not attend any seminars.

Recommendations

Contact person	Sinthumule P.N
Occupation	Administrator
Company	Tshwane University of Technology
Telephone number	015 287 0751
Email address	sinthumulePN@tut.ac.za

Contact person	Adv TE Monobe
Occupation	Comapany Manager
Company	Matsaola Debt Clinic/attorney
Telephone number	0829742094
Email address	monobe.te@gmail.com

Additional information

Your hobbies	<p>Sports and Games: As everyone know, a physical activity to burn stress and build health. Like jogging, Horseback Riding, Yoga and other team sports.</p> <p>Enrichment Hobbies: The hobby that helps you enrich/improve your mind. Hobbies include, Foreign Language Study, Reading, Blogging, Writing Etc.</p>
Driver licenses	None
Salary you wish	R15000-R18000 R per month
How much do you earn now	5000 R per month