



Rapelang Mphuthing

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am an excellent team worker and am able to take instructions from all levels and build up good working relationships with all colleagues. I am flexible, reliable and possess excellent time keeping skills. I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I have a high degree of integrity and professionalism at all times.

Preferred occupation **Personal assistant**
Administrative jobs

Preferred work location **Bloemfontein**
Free State

East London
Eastern Cape

Aliwal North
Eastern Cape

Kroonstad
Free State

Contacts and general information about me

Day of birth **1984-05-08 (41 years old)**

Gender **Female**

Residential location **Port Elizabeth**
Eastern Cape

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2021.12 iki 2022.04**

Company name **Statistics South Africa**

You were working at: **Field Agent**

Occupation **Field Operations Officer (manager)**

What you did at this job position? **Oversee all the work done by fieldworkers in my team,**

Working period	nuo 2019.04 iki 2021.03
Company name	Eastern Cape Department of Human Settlements
You were working at:	Administrators
Occupation	Administration intern
What you did at this job position?	All administration work, including work reasonably instructed by management

Education

Educational period	nuo 2014.07 iki 2015.12
Degree	Diploma
Educational institution	Ikhala TVET College
Educational qualification	National Diploma
I could work	Anywhere I prefer

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
isiXhosa	good	good	good
Setswana	good	good	good
isiZulu	good	good	good

Computer knowledge

Introduction to computers
Microsoft XP
Microsoft Word
Microsoft Excel
Internet Explorer
Outlook Express

Recommendations

Contact person	Mr Moeketsi Marai
Occupation	Senior Administrative Officer
Company	Eastern Cape Department of Human Settlements
Telephone number	074 522 2051/051 633 2264
Email address	MongeziM@ecdhs.gov.za

Additional information

Your hobbies	Netball Soccer Jogging Cooking
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	Singing
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2010-02-00 (16 years)
Salary you wish	market related R per month
How much do you earn now	0.00 R per month