



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 Ikhalala 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

	Singing
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2010-02-00 (15 years)
Salary you wish	market related R per month
How much do you earn now	0.00 R per month