



Thabo Mokwane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administration position

I have attention to detail

Preferred occupation Administrators
Administrative jobs

Preferred work location Johannesburg
Gauteng

Sedibeng
Gauteng

Contacts and general information about me

Day of birth 1984-09-07 (41 years old)

Gender Male

Residential location Johannesburg
Gauteng

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 2013.05 iki 2023.03**

Company name Discovery insure

You were working at: Insurance administrator

Occupation Payments administrator

What you did at this job position? Processing payments, communicating with external service providers, communicating with clients,,paying third parties,processing payments for business insurance,

Working period **nuo 2012.09 iki 2013.04**

Company name Exiliti services

You were working at: Insurance administrator

Occupation Claims administrator

What you did at this job position? Policy administration, cover confirmation

Working period	nuo 2008.05 iki 2010.03
Company name	Guardrisk Insurance
You were working at:	Insurance administrator
Occupation	Claims administrator
What you did at this job position?	Capturing claims, appointing assessors, paying claims

Education

Educational period	nuo 2019.01 iki 2019.06
Degree	Certificate
Educational institution	Charterquest

Educational period	nuo 2000.01 iki 2022.11
Degree	Grade 12 / Matric
Educational institution	Rakoko high school

Languages

Language	Speaking level	Understanding level	Writing level
Setswana	fluent	fluent	fluent
isiZulu	good	very good	basic

Computer knowledge

Microsoft outlook

Microsoft word

Microsoft excel

Recommendations

Contact person	Patricia Mthunzi
Occupation	Senior payments administrator
Company	Discovery insure
Telephone number	0627548110

Additional information

Salary you wish	14000 R per month
How much do you earn now	13500 R per month