



Moeketsi Kotelo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

My Name is Kotelo Moeketsi I did my matric in 2018 at Tsholo Secondary School in 2020 I was working as a farmer in Harrismith , in 2021 I started attending at Maluti Tvet College in Harrismith where I was doing My NCV program Office Administration, My modules are Office data processing, Business Practice , Office Practice, New Venture Creation, Maths literacy , English, Life Skills and Computer Literacy. In 2023 when I was doing my last year I did my WBE (Work based experience) at Intabazwe Library where I got experience and what I can Say is that I am a hard working person and focusing I can do many things I don't mind working over time because I love what I'm doing.

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|-------------------------|--------------------------|
| Preferred occupation | Generals General jobs |
| Preferred work location | Bethlehem Free State |
| | Harrismith Free State |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1998-06-28 (25 years old) |
| Gender | Male |
| Residential location | Harrismith Free State |
| Telephone number | <i>Information is available only for registered users.</i> Sign in |
| Email address | <i>Information is available only for registered users.</i> Sign in |

Work experience

| | |
|------------------------------------|--------------------------------|
| Working period | nuo 2020.04 iki 2020.05 |
| Company name | Tswelopele farming |
| You were working at: | Farmers |
| Occupation | General |
| What you did at this job position? | Packing beans |

Education

| | |
|---------------------------|--------------------------------|
| Educational period | nuo 2015.01 iki 2018.12 |
| Degree | Grade 12 / Matric |
| Educational institution | Tsholo Secondary School |
| Educational qualification | Matric Certificate |
| I could work | Yes |

| | |
|---------------------------|--------------------------------|
| Educational period | nuo 2021.01 iki 2023.11 |
| Degree | Certificate |
| Educational institution | Maluti Tvet College |
| Educational qualification | National Senior Vocational |
| I could work | Yes |

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| Sesotho | fluent | fluent | very good |
| English | very good | very good | very good |

Computer knowledge

I have computer knowledge, because I did Office Data Processing and Life Skills and Computer Literacy that gave me experience of PowerPoint, Ms Excel and Microsoft Word.

Conferences, seminars

N/A

Recommendations

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|------------------|---------------------|
| Contact person | Mr Mopeli |
| Occupation | Lecture |
| Company | Maluti Tvet College |
| Telephone number | 078 865 7920 |

Additional information

| | |
|--------------------------|--------------------------------------|
| Your hobbies | Playing Soccer and Singing Athletics |
| Driver licenses | None |
| Salary you wish | R 7000 R per month |
| How much do you earn now | N/A R per month |