



# Thato Mbulelo Rampai

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

Office Admin/Administrator. I am looking forward forward to being employed by any company. I am ready to help the team to achieve the aims and vision of the company.

Preferred occupation                      Administrators  
Administrative jobs

Preferred work location                      Rustenburg  
North West

## Contacts and general information about me

Day of birth                                      1998-06-04 (27 years old)

Gender    Male

Residential location                              Rustenburg  
North West

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 2019.06 iki 2022.07**

Company name                                      Thuso Primary School

You were working at:                              Administrators

Occupation    Administrative Assistant

What you did at this job position?              Data capture, filling, scan documents and Email and do do copies, drafting notes

  

Working period                                      **nuo 2018.06 iki 2019.06**

Company name                                      Insure Africa

You were working at:                              Agents

Occupation    Supervisor Agent

What you did at this job position?              Approaching clients, breaf agents with new strategy of business

## Education

Educational period **nuo 2006.01 iki 2018.04**  
 Degree Grade 12 / Matric  
 Educational institution Batlhaping High School  
 Educational qualification Information Technology  
 I could work Administration

Educational period **nuo 2020.01 iki 2022.02**  
 Degree Diploma  
 Educational institution Alison  
 Educational qualification Information Technology  
 I could work Administration

### Languages

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

### Computer knowledge

Typing Skills  
 Microsoft word  
 Microsoft Excel Basic  
 Microsoft PowerPoint Basic

### Recommendations

Contact person B.M Matolong  
 Occupation Former Principal  
 Company Thuso Primary School  
 Telephone number 072 738 3055  
 Email address banabotlhemarymatolong@gmail.com

### Additional information

Your hobbies TV  
 Soccer  
 Athletics  
 Read Books  
 Driver licenses None  
 Salary you wish R16 000 R per month  
 How much do you earn now R0 R per month