



Rotshidzwa Cliff Mphelo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for a flexible part-time position where I can assist with admin, customer service, promotions, or general work. I'm reliable, quick to learn, and always bring energy to the team.

Hardworking — I commit fully to what I start and always finish strong

Fast Learner — I pick up new skills and systems quickly

Good with People — I'm calm, respectful, and great with communication

Organized — I manage my time well, especially balancing work and school

Tech-Savvy — I'm comfortable with phones, PCs, typing, and basic software

Preferred work location	Pretoria / Tshwane Gauteng
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Contacts and general information about me

Day of birth	2006-10-06 (19 years old)
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Gender	Male
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Residential location	Pretoria / Tshwane Gauteng
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Telephone number	<i>Information is available only for registered users.</i> Sign in
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Email address	<i>Information is available only for registered users.</i> Sign in
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Work experience

Working period	nuo 2022.02 iki 2024.09
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Company name	Self-employed
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You were working at:	Jobs for students
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Occupation	Academic assistant
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What you did at this job position?	I offered academic assistance to students in my community.
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Education

Educational period	nuo 2020.01 iki 2024.12
Degree	Diploma
Educational institution	Litshovhu High School
Educational qualification	Completed senior-level coursework
I could work	Part-time during non-school days or weekends.

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	fluent	fluent
Tshivenda	fluent	fluent	fluent

Computer knowledge

Beginner computer skills, currently improving daily. Can type, format documents, send emails, and follow digital instructions. Fast learner.

Conferences, seminars

None yet. I'm eager to attend future trainings, workshops, or seminars to grow my skills.

Additional information

Your hobbies	Reading books and improving general knowledge Learning new computer skills and tech tools Playing strategy or action games (builds focus and reaction time) Watching educational content or motivational videos Solving puzzles and memory games (improves critical thinking) Tutoring or helping classmates with homework Listening to music and relaxing to recharge focus Researching new information (science, health, or tech topics)
Driver licenses	None
Salary you wish	5000-6000 R per month