



# Thabo Mphaphathi

Curriculum Vitae (CV)

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

As an experienced office administration clerk, lead generator , electronic designer and general worker,Im looking forward to a challenging job in managerial sector.i possess soft skills in end-user computing and like to work with people. am a mature, responsible adult, with National Certificate, Skill Certificate and Certificates looking for a challenging career in the Administration and Management Sector. My vision is to become a Professional Manager.

Preferred occupation                      Administrators  
Administrative jobs

Preferred work location                      Free State

## Contacts and general information about me

Day of birth                                      1986-01-21 (39 years old)

Gender    Male

Residential location                              Botshabelo  
Free State

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 2016.01 iki 2017.12**

Company name                                      miway insurance limited

You were working at:                              Telemarketers

Occupation    lead generator

What you did at this job position?      marketing the car, home and business insurance, also do on-line quotations for the clients

Working period                                      **nuo 2007.08 iki 2010.01**

Company name                                      seemahale secondary school

You were working at:                              Administrators

Occupation    administration clerk

What you did at this job position?      All administration related duties

**Education**

Educational period	<b>nuo 2007.08 iki 2010.01</b>
Degree	Certificate
Educational institution	Motheo TVET College
Educational qualification	National certificate: Information Technology: End-User Computing
I could work	Office Administration work

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
Sesotho	fluent	fluent	fluent
English	fluent	fluent	fluent
Afrikaans	basic	basic	good

**Computer knowledge**

Microsoft office (Excel, Word, PowerPoint)

E-design animation and solution developer (Graphics design)

**Conferences, seminars**

Global forex institute seminar, in Bloemfontein

**Recommendations**

Contact person	mr tj nkokoto
Occupation	principal
Company	seemahale secondary school
Telephone number	0515347190

**Additional information**

Your hobbies	Reading listening to music Electronic designing
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2018-03-00 (7 years)
Salary you wish	5000 R per month
How much do you earn now	2500 R per month