



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 (38 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	nuo 2007.08 iki 2010.01
Degree	Certificate
Educational institution	Motheo TVET College
Educational qualification	National certificate:Information Technology:End-User Computing
I could work	Office Administration work

Languages

Language	Speaking level	Understanding level	Writing level
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 (6 years)
Salary you wish	5000 R per month
How much do you earn now	2500 R per month