CURRICULUM VITAE FOR MISS KAMOSELO MOTHOA

PERSONAL DETAILS

NAME:	KAMOSELO
SURNAME:	MOTHOA
DATE OF BIRTH:	1995-07-10
GENDER:	FEMALE
RACE:	BLACK
NATIONALITY:	SOUTH AFRICAN
PHYSICAL ADDRESS:	67 ESANGWENI MARUMO CRESCENT, TEMBISA 1632
EMAIL-ADDRESS:	kamoselomothoa95@gmail.com
CONTACT DETAILS:	0743793641/0642353673
MARITAL STATUS:	SINGLE
SARS TAX NUMBER:	1864449184
CRIMINAL RECORD:	NONE
RELIGION:	CHRISTIAN
HOBBIES:	SPORTS AND READING
LANGUAGE(s):	FLUENT SEPEDI, ENGLISH AND ISIZULU
HEALTH:	GOOD
PROFILE:	A HIGHLY MOTIVATED, GOOD LISTENER, PROACTIVE AND CREATIVE GRADUATE WITH PRACTICAL ACCOUNTING EXPERIENCE

OBJECTIVE

TO ENSURE A HIGHLY PROFITABLE CAREER, SEEKING FOR A CHALLENGING JOB AND HEALTHY WORK ENVIRONMENT WHERE I CAN UTILIZE MY SKILLS, EXPERIENCE AND KNOWLEDGE EFFICIENCY FOR ORGANIZATIONAL GOAL**S**

EDUCATION

HIGHEST GRADE PASSED:	GRADE 12(DEC 2013)
NAME OF SCHOOL:	PIET N APHANE HIGH
SUBJECT PASSED:	SEPEDI HOME LANGUAGE
	ENGLISH FIRST ADDITIONAL LANGUAGE
	LIFE ORIENTATION
	LIFE SCIENCE
	ACCOUNTING
	PHYSICAL SCIENCES

TERTIARY EDUCATIONAL QUALIFICATION

NAME OF INSTITUTION:	CAPRICORN TVET COLLEGE
QUALIFICATION:	**NATIONAL DIPLOMA IN BUSINESS MANAGEMENT**
SUBJECT PASSED:	FINANCIAL ACCOUNTING N4-N6
	COMPUTER PRACTICE N4-N6
	MANAGEMENT COMMUNICATION-N4
	ENTREPRENEURSHIP AND
	BUSINESS MANAGEMENT N4-N6
	SALES MANAGEMENT N5-N6
NAME OF INSTITUTION:	TSEBO SECHABA CONSULTING
QUALIFICATION:	**CERTIFICATE IN REPAIRING BITUMINOUS ROAD SURFACES LEVEL 2**
SUBJECTS:	REPAIRING A BITUMINOUS ROAD
	HEALTH AND SAFETY MEASURES IN A WORK ENVIRONMENT

WORK EXPERIENCE:

INSTITUTION: **SHUPENG ENGLISH MEDIUM SCHOOL**

POSITION: **ADMINISTRATION AND FINANCE CLERK ASSISTANT**

DUTIES:

- TYPING,
- PHOTOCOPYING,
- SCANNING,
- DATA CAPTURING USING OF SA-SAMS,
- COMPILING FINANCE RECORDS BOOK
- STOCK TAKING
- MEETING PREPARATIONS
- TAKING MINUTES IN GENERAL MEETINGS
- COLLECTION OF MONTHLY CASUAL FUNDRAISING

DURATION: **JAN 2016-JUNE 2019**
REASON FOR LEAVING: **CONTRACT ENDED**

INSTITUTION: **EKURHULENI(ROADS AND STORMWATER DEPARTMENT)**

POSITION: **GENERAL ASSISTANT(FIELD WORKER)**

DUTIES:

- MIXING SLURRY
- TAR PATCHING
- POTHOLE FIXING
- SWEEPING SIDE WALKS AND PARKS
- CLEANING
- GUTTERS AND CLEANING STORMWATER DRAINAGE
- LAYING SLURRY

DURATION: **FEBRUARY 2022-DECEMBER 2022**

REASON FOR LEAVING: **CONTRACT ENDED**

INSTITUTION: **EKURHULENI MUNICIPALITY(ECONOMIC DEVELOPMENT)**

POSITION: **GENERAL WORKER**

DUTIES:

- PICKING PAPERS AND GARBAGE
- SWEEPING SIDE WALKS,
- CLEANING RUBBISH BINS AND COLLECTING GARBAGE FROM SIDE WALKS AND FACILITIES
- CLEANING ABLUTION FACILITIES AND STALLS
- CUTTING GRASS AND WEEDS AROUND STALLS

DURATION: **MARCH 2023-DECEMBER 2023**

REASON FOR LEAVING: **CONTRACT ENDED**

INSTITUTION: **EKURHULENI MUNICIPALITY(ECONOMIC DEVELOPMENT)**

POSITION: **SUPERVISOR**

DUTIES:

- BUILD AND SUSTAIN PROFESSIONAL RELATIONSHIPS WITH SUBORDINATES AND INTEREST GROUPS, IN SUPPORT OF OPERATIONAL OBJECTIVES.
- ENSURE WORK IS COMPLETED, ADHERENCE TO GOVERNANCE AND LEGISLATIVE REQUIREMENTS
- MOTIVATE TEAM MEMBERS AND EVALUATE QUALITY OF WORK EXECUTED
- ISSUE INSTRUCTIONS TO SUBORDINATES AND MAINTAIN DISCIPLINE
- TIMEOUSLY SUBMIT REPORTS AND ATTENDANCE REGISTERS.
- PLAY KEY ROLE IN SUPPORTING THE ORGANIZATION

DURATION: **APRIL 2024-SEPTEMBER 2024**
REASON FOR LEAVING: **CONTRACT ENDED**

REFERENCES

HIGH SCHOOL H.O.D:	KEKANA M.S
CONTACT:	0825853620
COLLEGE LECTURE:	SEDIBANA M.M
CONTACT:	072 140 3058
SHUPENG PRINCIPAL	KEKANA L. K
CONTACT:	076 386 5007
EKURHULENI (CHIEF ENGINEER):	RANKWETEKE A.M
CONTACT:	011-999-4393
EKURHULENI(HR ADMIN)CED):	MAFUMADI V
CONTACT:	011-999-7891
EKURHULENI(H.O.D CED):	GARANE S
CONTACT:	064-549-9027.