RESUME

FOR

RAMATLADI KHUTSO INOCENT

CONTACT DETAILS
1873 THABABOSIU STREET
IVORY PARK EXT2
MIDRAND
1685
Khutsoinocentramatladi@gmail.com

CELL: 079 110 4049

PERSONAL SUMMARY

A highly competent, motivated and enthusiastic person with experience of working as part of a team in a busy environment. Well organized and proactive in providing timely, efficient and accurate support to managers and work colleagues. Approachable, well presented and able to establish good working relationship with a range of different people, processing and proven ability to generate innovative idea and solutions to problems.

PERSONAL DETAILS

SURNAME	: RAMATLADI
FIRST NAMES	: KHUTSO INOCENT
DATE OF BIRTH	: 13 AUGUST 1999
ID NUMBER	: 9908135342082
GENDER	: MALE
HEALTH STATUS	: EXCELLENT
MARITAL STATUS	: MALE
NATIONALITY	: SOUTH AFRICAN
HOME LANGUAGE	: SEPEDI
OTHER LANGUAGES	: ENGLISH
DRIVERS LICENSE	: CODE 10 (C1)

EDUCATIONAL QUALIFICATION

LAST SCHOOL ATTENDED	: KHESTHWANE HIGH SCHOOL
HIGHEST GRADE PASSED	: GRADE 12
YEAR PASSED	: 2018

OTHER QUALIFICATION

INSTITUTION	: EKURHULENI WEST COLLEGE
COURSE	: MANAGEMENT ASSISTANT
QUALIFICATION	: NATIONAL DIPLOMA
YEAR OBTAINED	

WORK EXPERIENCE

COMPANY NAME	
POSITION	: ADMINISTRATION CLERK
DURATION	: 3 YEARS
CONTACT PERSON	: JANCO TALJAARD
CONTACT NUMBER	: 011 265 3000/071 435 2937