Karabo Precious Moloi

331 miya street thintwa section thokoza
0649914432 | moloi6773@gmail.com

Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

Experience

- **Joyjoyzin pty ltd** 2013-11-10 - 2024-04-25
  Administrator
  I was likely to be processing lots of information using a computer so that I need strong IT skills. Excellence communication skills are also important to ensure the office operations efficiency there is huge scope for career progression as administrator, in a variety of settings. Client communication by answering and corresponding through email.

Education

- **Thoko thaba high school** 2014
  Grade 11
- **EWC TVET west college** 2016
  Management
  Level 3
- **Amahle security Academy** 2025
  Amahle Security Officer
  Grade E, D, C, B

Skills

- Financial skills
- Communication
- Decision making
- Leadership skills
- Negotiation
- Attention to detail
- Reporting and documentation
- Time management
- Written and verbal communication

Languages

- English
- Sesotho
- Isizulu

Reference

- **Joyce Ngejane - Joyjoyzin pty y Ltd**
  Manager
  0748303910
- **Thabang Galane - Buzaphi pty Ltd**
  Supervisor
  0730434462