

CURRICULUM VITAE OF

MPHO SELEMELA

PERSONAL DETAILS

Surname	: Selemela
First name	: Mpho
Gender	: Male
Contact no	: 076 970 2263
E-mail	: mselemela10@gmail.com
Nationality	: South African
Criminal record	: None
Home language	: Sepedi
Other language	: English Zulu Sesotho
Disability	: Paraplegic (Wheelchair user)

EDUCATIONAL BACKGROUND

Name of learning institution	: Hope school
Highest grade passed	: Grade 12
Year completed	: 2017

Name of learning institution	: Altron bytes
Course	: End User Computing NQL 3
Year completed	: 2023

Name of learning institution	: The digital academy
Course	: Software development NQL 5
Year completed	: In progress

WORK EXPERIENCE

Position : Admin officer(volunteer)
Year : 2019
Company : City of Johannesburg

Duties:

- Database compilation
- Performance evidence verification
- Update assets register and tracking subunit reports
- Type, obtain reports for submission
- Send information from ops manager to directors

Position : Contact Center
Year : 2022
Company : Sanlam

Duties:

- Capture client information on the relevant system
- Ensuring accurate completion broker requests and follows up to ensure queries are resolved timeously
- Ensuring client service level agreements are met and exceeded
- Handle all the administrative tasks according to agreed standards and turnaround times

MOTIVATION

- I am a passionate, dedicated person with the ability to give every effort to my tasks.
- I am also reliable and unafraid of challenges.
- my time as a student has taught me to cope under pressure and think fast.
- Interact effectively with other and able to plan and organise
- I can analyse situations in a critical and creative way.
- Eager to learn and willing to learn from others.
- I am looking to gain experience and knowledge to grow within your company.

REFERENCE

Name of company : City of Johannesburg
Name of person : Honey Masango
Position : Operational manager
Contact number : 011 407 7135
: 073 297 0927

Name of company : Sanlam
Name of person : Amanda Mabusela
Position : Team leader
contact number : 011 359 3221
: 081 424 4195