

CURRICULUM VITAE OF MPHOMOTSENG MOLEFE

PERSONAL DETAILS

Surname : Molefe
Name : Mphomotseng
ID No : 960628 0295 08 5
Physical Address : St Peters residence
Cnr Falmouth and Anzio Rd
Observatory
7925
Contact Number : 073 937 0875
Alternative Number : 083 864 1388
Email address : mphomotsengmolefe@gmail.com
Gender : Female
Home Language : SeSotho
Other language : English, IsiXhosa, IsiZulu& Afrikaans

TERTIARY INFORMATION

Institution : Cape Peninsula University of Technology (CPUT)
Qualification : BTech: Office Management and Technology
ND: Office Management and Technology
Majors : Information Administration
Business Administration

SECONDARY EDUCATION

Last School Attended : Mandlenkosi Secondary School
Highest Grade Passed : Grade 12
Year completed : 2013

PROJECTS AND ACHIEVEMENTS

2014

- Fundraising Entrepreneurial Development/ Market day
Duties : Design posters and pamphlets

2015

- Pay-It-Forward : Obtained certificate for volunteering
- Business Administration Seminar
Duties : Facilitator: Printing and Documentation Committee

WORK EXPERIENCE

Name of Organization : College of Cape Town
Position : Administrative assistant
Duties : Filing and documentation, organizing excursions, communications management (telephone and emails), student information and service delivery
Duration : Six (6) months
Name of Organization : Mandlenkosi Senior Secondary School
Position : Administrative Assistant (Volunteer)
Duties : Updating data and information, printing and documentation
Duration : 40 hours

PERSONAL COMPETENCIES

Computer literate (MS Office package)
Excellent communication skills
Resolute
Accountable
Creative
Collaborative
Ability to work under pressure

REFERENCES

Company Name:	Reference name:	Job Title:	Contact number:
College of Cape Town	Cindy Blassoples	Senior lecturer	0728396487
College of Cape Town	Nomhle Raziya	Lecturer	0827746272
CPUT	Mario Da Costa	Senior Lecturer	0823958772

NOTICE OF PERSONAL PARTICULARS

1. Any changes to the personal particulars in your ID Book must be communicated to all relevant parties.

NOTICE OF CHANGE OF ADDRESS

1. Keep the NOTICE OF CHANGE OF ADDRESS form in this pocket to report a change of address or a change in particular of your present address e.g. name of street and/or street number etc.
2. Hand in at or post to the nearest regional/district office of the DEPARTMENT OF HOME AFFAIRS

I.D. No. 960628 0295 085



S.A.CITIZEN

SURNAME
MOLEFE

FORENAMES
MPHUMUTSENG

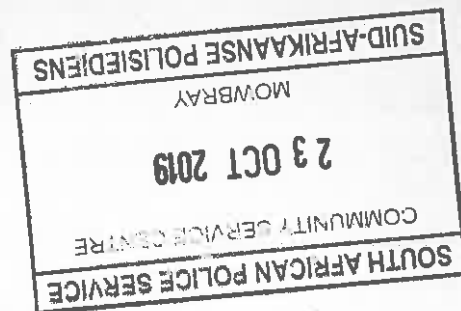
COUNTRY OF BIRTH
SOUTH AFRICA

DATE OF BIRTH
1996-06-28



DATE ISSUED
2012-10-03

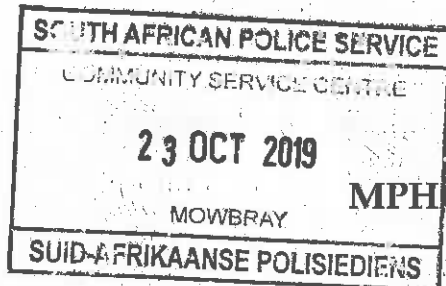
ISSUED BY AUTHORITY OF
THE DIRECTOR-GENERAL
HOME AFFAIRS





REPUBLIC OF SOUTH AFRICA

National Senior Certificate



Awarded to

MPHOMOTSENG MOLEFE

Identity number 9606280295065

Subject

IsiXhosa Home Language
English First Additional Language
Mathematical Literacy
Life Orientation
Business Studies
Geography
Tourism

%

67
71
55
64
69
54
57

Achievement

level

5
6
4
5
5
4
4
*

This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to bachelor's degree, diploma or higher certificate study as gazetted for admission to higher education, subject to the admission requirements of the higher education institution concerned.

With effect from December 2013

M. S. LAKOMETS

Chief Executive Officer

140 7323 4733 A



This certificate is issued without alterations or erasure of any kind

UMALUSI



**Council for Quality Assurance in
General and Further Education and Training
South Africa**

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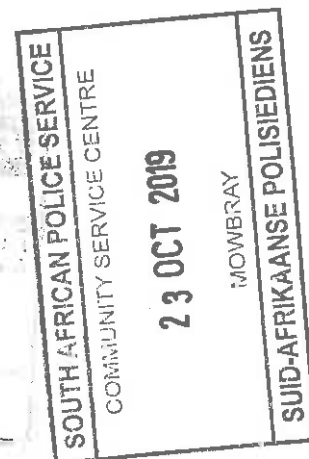
(See reverse for more information)



Cape Peninsula
University of Technology

ICE
CNC
PUN
CNC

2012 2037



THE
**DEGREE
BACCALAUREUS TECHNOLOGIAE**

OFFICE MANAGEMENT AND TECHNOLOGY

is awarded to

MPHUMUTSENG MOLEFE

student number

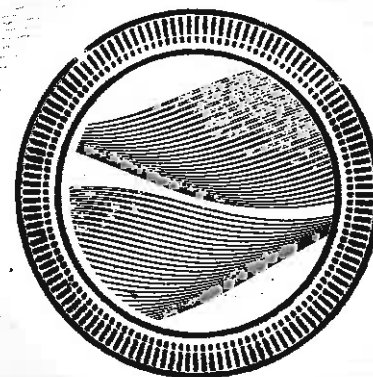
214103447

with effect from

01 DECEMBER 2018

Registrar

Vice-Chancellor





Cape Peninsula
University of Technology



THE
NATIONAL DIPLOMA

DEUTSCHAN POLICE SERVICE	23 OCT 2019	SUID-AFRIKAANSE POLISIEDIENS
COMMUNITY SERVICE CENTRE	MOWBRAY	

OFFICE MANAGEMENT AND TECHNOLOGY

is awarded to

MPHUMUTSENG MOLEFE

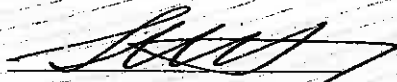
student number

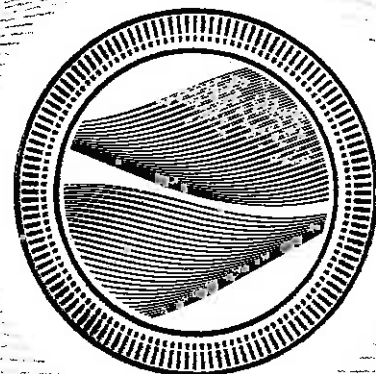
214103447

with effect from

01 DECEMBER 2017


Registrar


Vice-Chancellor



SOUTH AFRICAN POLICE SERVICE

COMMUNITY SERVICE CENTRE

23 OCT 2019

MOWBRAY

SUID-AFRIKAANSE POLISIEDIENS



Cape
Peninsula
University
of Technology

Office Management and Technology

Diversity Management 1

Certificate

for

Pay It Forward Project 2015

is awarded to

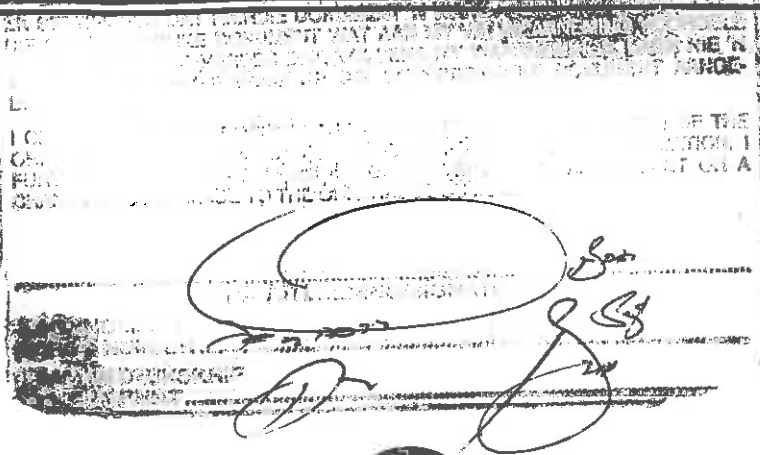
Mphomotseng Molefe

214103447

Thank you for volunteering your time, being the change and making a difference in South Africa.

Acting Head of Department: Mr Mario da Costa
Faculty of Business and Management Sciences

13 October 2015



Cape
Peninsula
University
of Technology

Certificate



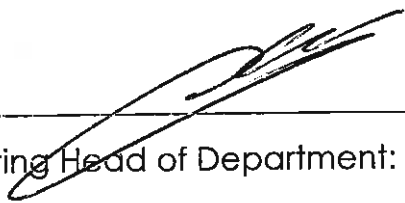
for

Office Management and Technology

Entrepreneurship Participation 2014

is awarded to

Mphumutseng Molefe
214103447


Acting Head of Department: Mr M da Costa
Faculty of Business

27 October 2014