

MMASEROLE SHEILA KOBUE



CONTACT

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f <https://facebook.com/maserole.mojela>

PERSONAL DETAILS

Github : <https://github.com/Sheilakobue>

SKILLS

Ability to work under pressure

Interpersonal & Relationship management Skills

Group Player

HTML, CSS, & JAVASCRIPT

Creativity

REFERENCE

Georgina Mushi - "EDCON Call Centre"

Line Manager
082 445 706

Anthony Masenya - "Maipi Electrical and Civil Construction "

Managing Director
082 337 9290

Mr Pappie Dikgwatlhe - "Statistic South Africa "

(DCC) District Census Coordinator
066 306 2544

Ontiretse Motene - "CodeSpace & Bafokeng CodeLab "

Course Manager
ontiretse@codespace.co.za
064 685 7101

EXPERIENCE

01-04-
2009 - 30-
09-2009

EDCON Call Centre

Call Center Agent
Customer service, Collection; Inbound and outbound New account; Record Customer's information on Devox, Data Capturing

01-07-
2012 - 12-
04-2021

Maipi Electrical and Civil Construction

Office Administrator
Office work: Paper works, Phone Calls, filing, Attend meetings, Attend workshops, Research, Welcome Visitors, site visits, data Capturing, Safety File updates. Tender applications Finance: Invoicing, Quotations, Payroll admim,

December
2021 -
July 2022

Statistic South Africa

Field Operations Officer (FOO)
- Coordinate and Supervise the work assigned to Fieldworkers and Fieldworker Supervisors
- Control Visits and refusals from FWSs

EDUCATION

2005

STERKREVIER COMBINED SCHOOL

English, Sepedi, Afrikaans, Mathematics, Physical Science, Biology, History
Grade: 12

2009

Central Johannesburg College

Civil Engineering
N1 - N6

2021

Microsoft Imagine Academy

Yenza Izinto: Microsoft Digital Literacy v1. 0

January
2023-
November
2023

Bafokeng CodeLab & Codespace

Software Engineering
Certification

OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization and also to expand my learning, knowledge and skills