

CURRICULUM VITAE OF MARLENA TEBOGO MAISANE

CAREER GOALS:

I am hardworking, self-motivated individual who is committed to being the best I can be in my Professional endeavors. I am interested in learnership programmes namely Administration, Project Management, Information Technology and Contact Center. A job in these industries is a good opportunity for me to learn new skills and prove myself. I am new to these industries meaning I can be shown everything I need to do and to the exact standard I must adhere to. I have no bad habits nor any preconceived ideas of these industries. I aim to make a difference in my workplace through my contributions and through my positive attitude.

PERSONAL INFORMATION

SURNAME : MAISANE
NAMES : MARLENA TEBOGO
DATE OF BIRTH : 2002/12/03
AGE : 21
ID NUMBER : 0212030247085
GENDER : FEMALE
NATIONALITY : SOUTH AFRICAN
PROVINCE : GAUTENG
HOME LANGUAGE : SEPEDI
OTHER LANGUAGE : ENGLISH
MARITAL STATUS : SINGLE
HEALTH : GOOD
EMAIL : maisanetebza677@gmail.com
CELL NUMBER : 0711251648
DRIVER'S LICENSE : NONE
CRIMINAL RECORD : NONE
ADDRESS : 6269 Extension 9
Aldo Magano Street
Alexandra, 2090

EDUCATION AND QUALIFICATIONS

HIGH SCHOOL : KWA-BHEKILANGA SECONDARY
YEAR : 2020
HIGHEST GRADE PASSED : GRADE 12 – BACHELOR PASS
SHORT COURSES ATTENDED : Ready for Work- Power Skills
Ready for Work- Job Preparation

SKILLS

COMPUTER LITERACY SKILLS

ABILITY TO WORK IN A TEAM

STRONG ORGANIZATIONAL SKILLS

EXCELLENT COMMUNICATION

LIFELONG LEARNER



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

This is to certify that

Marlena Maisane

successfully completed the

University of Pretoria Course

**Online Ready for Work Programme 2022
Package 2 – Power Skills**

Emotional Intelligence, Stress Management, Assertiveness, Critical Thinking,
Creative Problem Solving, Ethical Reasoning Skills, Time Management: Time Logs,
Time Management: Goals

EJ Liebenberg
Deputy Director: Student Services

PRINT DATE: July 21, 2022



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

This is to certify that

Marlena Maisane

successfully completed the

University of Pretoria Course

**Online Ready for Work Programme 2022
Package 3 – Job Preparation**

Researching Employers, Job Searches, Job Applications, Writing a CV and Cover Letter, Job Interview Skills, The Gig Economy, Basic Financial Literacy


Deputy Director: Student Services

PRINT DATE: July 21, 2022



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

This is to certify that

Marlena Maisane

successfully completed the

University of Pretoria Course

**Online Ready for Work Programme 2022
Package 3 – Job Preparation**

Researching Employers, Job Searches, Job Applications, Writing a CV and Cover Letter, Job Interview Skills, The Gig Economy, Basic Financial Literacy


Deputy Director: Student Services

PRINT DATE: July 21, 2022