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| **PERSONAL DETAILS** |

Surname : Motaung

First Name : Tefo Joseph

Identity No. : 9407085903084

Date of Birth : 08 July 1994

Gender : Male

Marital Status : Single

Nationality : South African

Race : Black

Home Language : South Sotho

Other languages : English, Isizulu and Setswana

Religion : Christian

Contact Number : 083 6956 189

Residental Address : 2442 Lusaka Thabong

Witsieshoek

9869

Health : Good

Criminal Record : None

Driving License : None

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| **EDUCATIONAL BACKGROUND** |

Senior Certificate : Grade 12

Year Completed : 2012

Institution : Mathabo Senior Secondary School

Subject Passed : Sesotho, English, Mathematics, Physical Sciences, Life Sciences, Life Orientation, Afrikaans

TERTIARY EDUCATION

Name of Institution : Maluti Tvet College (Itemoheleng Campus)

Course : Civil Engineering and Building Construction (NCV)

Highest Level Passed : NQF Level 4

Year Completed : 2015

Name of Institution : Vukani Solutions

Course : End User Computing (IT)

Highest level Passed : NQF Level 3

Year Completed : 2017

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| **WORK EXPERIENCE** |

Name of the School : Qholaqhwe Intermediate School

Position : Administration Clerk

Year : From 17 October 2016 until 31 October 2017

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| **COMPUTER SKILLS/PROGRAMME** |

* Microsoft Word
* Microsoft Excel
* Microsoft PowerPoint
* Access/Database
* Internet and Outlook

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| **REFERENCES** |

1. Mrs Miya N.S

Computer Lecture

Maluti Tvet College (Itemoheleng Campus)

073 5695 125

1. Mr Msimanga M

Manager

Vukani Solutions

058 7891 003

1. Mrs Tshabalala N.B

Supervisor (Adiministration Clerk)

Qholaqhwe Intermediate School

073 3929 573