



# MOTSHEDISI MATHAE C. MOTLOUNG

## GET IN CONTACT

(+27)78 401 2263  
mathaemotloung@gmail.com  
Bloemfontein, 9301, South Africa

## PERSONAL PROFILE

I am a highly driven graduate, eager to learn, work and develop my skills in the administration environment. I seek challenging opportunities where I can fully apply my skills for the success of any organisation at which I am stationed.

## REFERENCES

### Ms. Pulane Malefane

#### STUDENT AFFAIRS

##### Assistant Director

T: (+27)51 401 7728

C: (+27)84 657 2626

E: MalefaneP@ufs.ac.za

### Mr. Hein Badenhorst

#### HOUSING AND RESIDENCE AFFAIRS

##### Assistant Director

T: (+27)51 401 2602

C: (+27)73 973 2603

E: badenh@ufs.ac.za

### Mr. Cebelihle Sokhela

#### DPT. OF CENTRE FOR TEACHING AND LEARNING

##### Teaching and Learning

##### coordinator: The Humanities

T: (+27)51 401 9578

C: (+27)72 316 1256

E: sokhelach@ufs.ac.za

## OTHER SKILLS

- Good database capturing, communication, time management and administrative support skills.
- Excellent team management, report writing and problem solver skills.
- Good Academic research
- Proficient MSC Office, Excel, PowerPoint, MS Outlook, PeopleSoft, Residential management System and Mercury

## WORK EXPERIENCE

### INTERNSHIP

Housing and Residence Affairs UFS | 01 Mar 2020 – 28 February 2021 (Present)

- Maintain an accurate database capturing and record keeping for placement;
- Assist with the compilation and submission of reports needed by the Line Manger;
- General office administration: answering of emails and telephone, taking minutes of the meetings, responding to incoming queries, complaints informing Line Manger of the complaints and photocopies being done;
- Present various presentations regarding research E.g. Covid 19 related that is done;
- Constant communication with CAUDS with regards to any issues.

### FACILITATOR

First Year Success Programme – Department of Politics (UFS) | 18 Feb 2019 – 30 Mar 2020

- Assisted first year in Politics as a tutor;
- Prepared students record to be present to lectures as an assistant;
- Noticed students that needed extra assistant;
- Provide support by supervising students in classrooms and also helping with assignments;
- General office administration: responding to emails, booking of venues for meetings and events and gave lectures queries and complaints they had;
- Assisted CAUDS also with students that needed special attention.

### ASSISTANT OFFICER

Housing and Residence Affairs (UFS) | 05 Jan 2020 – 28 Feb 2020

- Complying of weekly reports;
- Maintaining an accurate database and data capturing;
- General office administration: answering emails, phone calls, dealt with incoming inquiries and complaints;
- Was in charge of emergency accommodation in terms of: capturing data of students signing in and out, assisted them getting accommodation, submitted weekly reports on emergency accommodation and presented a final presentation to stakeholders and colleagues on the operation of emergency accommodation

### RESIDENCE COMMITTEE PRIME

Housing and Residence Affairs (UFS) | 01 Sep 2018 – 31 Aug 2019

- Maintain unity and community within the residence;
- Reviewing and redefining the house rules, values, tradition and culture;
- Ensure the day to day of the residence in terms of attending meetings, bookkeeping, data capturing and assist student in drafting appeal letters;
- Submit quarterly reports on the residence and how CAUDS students are adjusting;
- Prepared semester evaluation presentations;
- Implement value-driven management in the residence;
- Implement the college initiative that allows also CAUDS students be involved.

### RESIDENCE COMMITTEE VICE-PRIME

Housing and Residence Affairs (UFS) | 01 Sep 2017 – 31 Aug 2018

- Maintain discipline within the residence;
- Worked with the service manager to ensure the breakages and maintenance within the residence is done;
- Keep up with capturing records of breakages and disciplinary hearing;
- Prepared semester evaluation presentations;
- Ensure the application of policies as conveyed by Housing and Residence Affairs Department;
- Create a residence culture that is inclusive of diverse communities especially for disabled students as our residence catered for them;
- Constant communication with Central for Universal Access & Disability Support (CAUDS).

## **ACHIEVEMENT**

- West College Council 2018–2019
- Senior Player of the Year in the residence 2018
- Sub-committee of community service in Golden Key 2017
- Peer Mentor-ship 2016–2017
- Sport Sub-committee 2016–2017
- Netball Player of the season 2016–2017
- Rag Sub-committee 2016–2017
- Student Representative Council Executive Committee 2016–2017
- Member of Golden Key International 2016

---

## **EDUCATION HISTORY**

### **UNIVERSITY OF FREE- STATE**

- Honors degree in Administration, 2019
- Bachelor Degree in Administration, 2018

### **TISETSANG HIGH SCHOOL FREE-STATE**

- Higher National Certificate, 2014