

NTHABISENG MUKWEVHO

1069 Naledi Village 🏠

MOKODUMELA 9868

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OBJECTIVE

To secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.



EDUCATION

High School | Kgolathuto Senior Secondary School

DATES 2013– 2015

Science subjects with Accounting

Bachelor of Commerce General management | University of the Free State

DATES 2016 – 2019

Obtained Bachelor of Commerce degree specialized in General Management

PGCE Specialized in Accounting and Economics University of the Free State

DATES 2020- 2021

Obtained Post Graduate Certificate in Education is senior and FET specialized in Accounting and Economics

Bachelor of Honors in Education

DATES 2022-2022

Obtained bachelor of honors degree in Education specializing in Curriculum studies

Bachelor of Honors in Economics

DATES 2023-2023

Obtained bachelor of honors degree in Economics



EXPERIENCE

Cashier | QwaQwa Buy-and-Build

DATES 1 DECEMBER 2016 – 31 JANUARY 2017

- To manage transactions with customers using cash registers
- scanning goods and ensuring pricing is accurate
- collecting payments whether in cash or credit

Skills acquired was positive attitude, interpersonal communication, time management, customer service and punctuality.

Tutor| A-STEP UNIVERSITY of the Free State QwaQwa Campus

DATES 1 MARCH 2019 – 25 OCTOBER 2019

- To facilitate a leaning climate
- Attending orientations sessions
- regular meetings, ensure that the students' knowledge is challenged and probed and ensure that objectives, rigorous but evidence based evaluation occurs in the unit

Skills acquired is staying organized, learning, problem solving, communication and creativity

Information and Computer Technology Lab Assistant University of the Free State QwaQwa Campus

DATES 1 FEBRUARY 2020- 28 FEBRUARY 2021

- To assist students with the use of the computer and printing
- Offer access to certain occupants like discussion rooms
- Monitor the computer lab and keep order

Skills acquire are communications, technical skills in terms of troubleshooting and computer software, teamwork and communication.

Assistant teacher | Nthabiseng Secondary School

DATES 1 March 2021- 30 March 2021

- Carry out administrative work such as preparing class classroom resources
- Create displays and prepare classrooms for teaching and learning
- Assist with marking and making copies

Skills acquired are good organizational, ability to build good relationship with both pupils and adults, creativity and flexibility

University of the Free State | Student Academic Officer

DATES 03 January 2022- 02 March 2022

- Assist students with acceptance of offers
- Assist student to access their records through people soft oracle
- Assist students with registration process

Skills acquired leadership, people soft oracle, communication and adaptability.

Information and Computer Technology Lab Assistant | University of the Free State QwaQwa Campus

DATES 04 March 2022- 30 June 2022

- To assist students with the use of the computer and printing
- Offer access to certain occupants like discussion rooms
- Monitor the computer lab and keep order

Skills acquire are communications, technical skills in terms of troubleshooting and computer software, teamwork and communication.

Marker | University of the Free State QwaQwa Campus

DATES 04 March 2022- 30 December 2022

- To assist lectures with marking students tests and exams
- To capture the marks of the students
- To give feedback to lectures regarding the performance of the students

Skills acquire are communications, time management and teamwork.

Learning Facilitator | University of the Free State QwaQwa Campus

DATES 01 July 2022- 30 December 2022

- To assist in lecture classes
- To assist with setting the assessments
- To monitor academic needs

Skills acquire are independency, flexibility, organizational skills, communications, time management and teamwork.

Junior Lecture | University of the Free State QwaQwa Campus

DATES 01 July 2022- 30 December 2022

- To conduct lecture classes
- Setting the assessments
- To monitor academic needs

Skills acquire are independency, flexibility, organizational skills, communications, time management and teamwork.



SKILLS

- Communication skill
- Time management skill
- Soft Skills
- Computer software skill
- Team work skill
- Easy to adapt to change
- Independency
- Telephone skill



ACTIVITIES

On my spare time I like to dance, listen to music and watch cartoon. In a way of giving back, I love to donate or I can say give some of my belongings to the ones in need especially in my community or around friends and family.



REFENRENCES

Dr Calvin Mudzingiri

University of the Free state

Position: Assistant Dean

Contact number: 058 718 5069

Dr Nkosinathi Monamodi

University of the Free state

Position: Head of Subject

Contact number: 065 973 9771

Mr. Bongani Gumbi

University of the Free state

Position: Senior Assistant Officer

Contact number: 073 877 4816

Mr. Isaac Mokhotla

University of the Free State

ICT: Senior Assistant Officer

Contact number: 058 718 5103

Ms Nomvula Nhlapo

Selelekela Secondary School

Mentor Teacher

Contact number: 076 936 4166

Mr. Peter Mosikili

University of the Free State

Position: A-STEP Coordinator

Contact Number: 058 718 5488

Mrs. Karabo Xutywa
University of the Free State
FASSET: Project Coordinator
Contact Number: 076 169 7126/ 058 718 5346

Mrs. Mamolefi Hlalele
University of the free State
FASSET: Project Administrator
Contact number: 073 100 7796