

Kago Seremane

Johannesburg, South Africa

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Email: kagoseremane@gmail.com

Dear Hiring Manager,

I am writing to express my interest in opportunities within your organisation where my background in Biomedical Science, together with practical operational and coordination experience, can add value. I hold a Bachelor of Health Science and an Honours degree in Pharmacology from the University of the Witwatersrand.

In my current role as a Co-Assistant Manager at Pheseki Enterprise, I support supplier and stock management, customer engagement, and daily operations. I also work as an Event Coordinator with The Night Market Evo Team, where I manage logistics, oversee event setup and breakdown, and ensure effective communication with stakeholders.

I am reliable, adaptable, and detail-oriented, with a strong work ethic and a collaborative approach. I am eager to contribute to a professional environment that values accountability, continuous improvement, and teamwork.

Thank you for considering my application. I would welcome the opportunity to discuss how my skills and experience can support your organisation.

Yours sincerely,
Kago Seremane

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Work Authorisation: Eligible to work in South Africa

Professional Profile

Biomedical Science graduate with experience in operations, people management, and event coordination. Proven ability to manage suppliers, control stock, support logistics, and engage effectively with customers.

Education

Bachelor of Health Science Honours (Pharmacology) – University of the Witwatersrand, 2022

Bachelor of Health Science (Biomedical) – University of the Witwatersrand, 2021

Jeppe High School for Boys – Bachelor's Degree Pass, 2018

Work Experience

Co-Assistant Manager – Pheseki Enterprise (2013 – Present)

- Supplier and stock inventory management
- Daily customer engagement and operational problem solving

Event Coordinator – The Night Market Evo Team (2023 – Present)

- Coordination of event logistics, setup, and pack-up tasks
- Liaison between customers, vendors, and organisers

Skills & Certifications

Microsoft Word, Excel, PowerPoint

First Aid Certificate (FAHS1898A)

Computer Literacy Assessment (FAHS1997A)

Code 8 Driver's Licence