

MS

KHOLOFELO MATLHATSI



CONTACT

- ✉ Kholofelohhope@gmail.com
- 🏠 CULLINAN REFILWE 423 EXT 9
- ☎ 0815618045
- 🇿🇦 SOUTH AFRICAN

SKILLS

- TIME MANAGEMENT
- SALES AND NEGOTIATING SKILLS
- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS
- TEAM WORK

LANGUAGES

- ENGLISH
- SEPEDI
- XITSONGA

REFERENCES

KGOMOTSO MATHULOE, BOSS
KE MARKETING

076 808 4319

KATLEGO, PASTOR

0790392250

SUMMARY

Friendly and results-driven Sales Assistant with experience in customer service and handling transactions. Skilled in communication and building relationships with customers. Looking to contribute to a growing company and improve sales performance.

OBJECTIVE

Dedicated professional with extensive experience in workforce staffing, seeking to leverage expertise in recruitment, talent management, and organizational development. Committed to optimizing hiring processes and building strong teams to drive business success and enhance workplace efficiency.

PROFESSIONAL EXPERIENCE

SALES AGENT

KE MARKETING ACKERMANS . PRETORIA | MARCH 2024 - OCTOBER 2024

Managed customer inquiries and provided product information to drive sales, cultivated strong client relationships to enhance customer satisfaction, collaborated with team members to meet sales targets, tracked and analyzed market trends to identify new opportunities, and maintained accurate records of transactions and customer interactions.

EDUCATION

IT END USER COMPUTING

TYDA. CULLINAN | January - present

Acquired proficiency in essential IT end-user computing skills, focusing on software applications, troubleshooting techniques, and user support. Engaged in hands-on training on operating systems, office productivity suites, and data management, enhancing problem-solving abilities and technical communication for effective user assistance.

GRADE 12

HAWUKA HIGH SCHOOL . LIMPOPO | JANUARY 2017 - NOVEMBER 2023

COURSES AND CERTIFICATES

RECEPTIONIST-INTRODUCTION

EDUCOURSE ONLINE LEARNING . ONLINE | AUGUST 2025 - AUGUST 2025

GRADE 1-3 PLAY BASED LEARNING COURSE

DEPARTMENT OF BASIC EDUCATION . PRETORIA | 14 JUNE 2025 - JUNE 2025

DIGITAL ENTREPRENEURSHIP: CREATING A NEW DIGITAL BUSINESS

NEMISA NPC. CULLINAN | FEBRUARY 2026 - FEBRUARY 2026

Gained expertise in digital business development, including creating business models, understanding market analysis, and implementing digital marketing strategies. Engaged in practical exercises to launch digital products, enhance user experience, and leverage e-commerce tools for effective online operations.

 **REPUBLIC OF SOUTH AFRICA**
NATIONAL IDENTITY CARD

Surname
MATLHATSI
 Names
KHOLOFELO
 Sex
F
 Nationality
RSA
 Identity Number
0402120727084
 Date of Birth
12 FEB 2004
 Country of Birth
RSA
 Status
CITIZEN







Conditions:
 This card has been issued by the
 Department of Home Affairs in terms of the
 Identification Act, Act 68 of 1997
 If found please return to the Department of Home Affairs
 For enquiry or verification purposes contact 0800 80 11 80

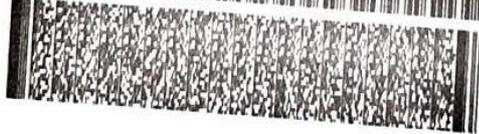
Date of Issue:
04 AUG 2021

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 FORCE NUMBER..........RANK

NAAM IN DRUKSKRIF
 NAME IN PRINT.....

SUID-AFRIKAANSE POLISIEDIENS

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2026 -03- 16

CULLINAN

SOUTH AFRICAN POLICE SERVICE



REPUBLIC OF SOUTH AFRICA

National Senior Certificate

Awarded to

KHOLOFELO MATLHATSI

Identity number 0402120727084

Exam number 7230731020024

Subject

Xitsonga Home Language
English First Additional Language

Mathematical Literacy
Life Orientation
Business Studies
Tourism
Visual Arts

Achievement

%	level
57	4
49	3
32	2
60	5
39	2
40	3
48	3

HANDTEKENING
SIGNATURE.....
 MAGSOMMER
FORCE NUMBER.....
 NAAM IN DRUKSKRIF
NAME IN PRINT.....



This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to diploma or higher certificate study as gazetted for admission to higher education, subject to the admission requirements of the higher education institution concerned.

With effect from December 2023

M. S. LAKOMETSI
Chief Executive Officer

240 3733 6956 V



This certificate is issued without alterations or erasure of any kind



Council for Quality Assurance in
General and Further Education and Training
South Africa 5 2 2 4 4 8 6



NEMISA NPC
National Electronic Media Institute of South Africa

CERTIFICATE

of COMPLETION

Digital Entrepreneurship: Creating a New Digital Business

To develop digital skills on how to explore, start, run and grow a digital enterprise

KHOLOFELO MATLHATSI

23 February 2026



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SIGNATURE: *[Signature]*

MAÛSNOUMBER
FORCE NUMBER: 958

NAAM IN DRUKSKRIF
NAME IN PRINT: *[Signature]*

[Signature]

NEMISA CEO