

CURRICULUM VITAE

OF

KABELO MASHAO

81 Ruth First Street, Lotus Gardens, Pretoria, 0088

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I have completed Public Management N6 at Vhembe TVET College. I have knowledge and practical understanding of public administration, records and document administration, data capturing and computer-based office work. I am a fast learner, self-motivated, reliable and able to communicate effectively. I am able to work under pressure, maintain confidentiality and adapt to a fast-paced working environment.

PERSONAL PROFILE

Surname : Mashao
First Names : Kabelo
Nationality : South African
Home Language : Sepedi
Other Language : English

EDUCATIONAL QUALIFICATIONS

Last school attended : Ngale Secondary School
Qualification : National Senior Certificate (Grade 12)
Year completed : 2015

TERTIARY QUALIFICATIONS

Last college attended : Vhembe TVET College
Course : Public Management
Level : N6
Year completed : 2023
Modules:

- Public Administration N4–N6
- Public Finance N5–N6
- Municipal Administration N5–N6
- Public Law N6
- Public Relations N5
- Management Communication N4
- Computer Practice N4
- Entrepreneurship & Business Management N4

SKILLS

- Data capturing and information processing
- Office, records and document administration
- Filing and archiving
- Microsoft Word, Excel, Outlook and PowerPoint
- Computer literacy
- Administrative support
- Attention to detail
- Customer service and communication
- Time management and organisation
- Confidentiality and professionalism
- Batho Pele Principles

REFERENCES

Mr J. Nethononda Lecturer – Vhembe TVET College
Mr T. Makhele Lecturer – Vhembe TVET College