

CURRICULUM VITAE

Full Name: Mogobe Thabitha Nchabeleng

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PROFESSIONAL SUMMARY

Detail-oriented and reliable individual with a background in Management and Legal Secretary studies. Strong administrative, communication, and organizational skills with a solid understanding of office procedures and legal documentation. Committed to maintaining confidentiality, accuracy, and professionalism in the workplace.

EDUCATION

Sedibeng TVET College

Legal Secretary (2024 – Present)

Communication N4–N6, Information Processing N4–N6, Legal Practice N5–N6, Office Practice N4–N6 (N6 Certificate – Awaiting)

Ekurhuleni West TVET College

National Certificate (Vocational) – Management (2015 – 2017)

SKILLS

- Administrative and office support
- Attention to detail and accuracy
- Confidentiality and professionalism
- Communication and interpersonal skills
- Problem-solving and critical thinking
- Teamwork and collaboration
- Computer literacy (Microsoft Office Suite & office systems)

REFERENCE

Mapamela M.L.F

Lecturer

Sedibeng TVET College

Contact Number: 071 869 8087