

# Khomotso Leseilane Mphahlele

## Personal details

-  Khomotso Leseilane Mphahlele
-  khomotjoleseilane06@gmail.com
-  067 392 8187
-  7670 Chapatso Street  
Thokoza  
1426
-  6 January 2005
-  Female
-  South African
-  Identity Number:  
0501060861082
-  Health: Best
-  Criminal Record: None

## Skills

- Microsoft Word
- Microsoft Excel
- Microsoft Outlook
- PowerPoint

## Languages

- Sepedi
- English

## Qualities

-  Organizational skills
-  Communication skills
-  Problem solving skills

## Profile

I have N6 in Human Resource Management. Also have computer skills which include Microsoft Word, Microsoft Excel, Microsoft Outlook and PowerPoint. I have strong organizational, communication, and problem solving skills. I am a motivated and hardworking individual seeking and entry-level general labour position in your team. I am a reliable team player with a positive attitude and willingness to take direction.

## Education

- Grade 12

2023

Kgagatlou Secondary School
- Human Resource Management (N6)

2026

Central Johannesburg College

- Personnel Management N4
  - Entrepreneurship And Business Management N4
  - Management Communication N4
  - Computer Practice N4
  - Personnel Management N5
  - Labour Relations N5
  - Personnel Training N5
  - Computer Practice N5
  - Personnel Management N6
  - Labour Relations N6
  - Personnel Training N6
  - Computer Practice n6

## References

Abie Mmurwa  
Secondary School  
071 156 7138

- Motivated
- Hardworking
- Reliable team player
- Positive attitude
- Willingness to take direction
- Time management
- Team work
- Adaptability