

Karabo Rethabile Nkopane

381 Xuma Street Bekkersdal Westonaria 1779

0789050504 karabontsiki@gmail.com

Objective

I am a punctual, motivated, and highly organized professional with a strong background in Administration and Management Assistance. I thrive in fast-paced environments, consistently producing high-quality work while managing multiple priorities with precision.

Personal information

- Nationality: South African
- Gender: Female
- Place: Bekkersdal
- Date of birth: 19.11.2003

Education

Westcol Randfontein College Management Assistant N4	2024
Randfontein Westcol College Management Assistant N5	2025
Randfontein Westcol College Management Assistant N6 [In progress]	2026
Gauteng Provincial Government Data Analytics Introduction to Cybersecurity, Artificial Intelligence (AI), Data Analytics	2026
Kgothlang Secondary School MATRIC	2021

Experience

Kgothlang Secondary School Teacher Assistant	May-2023 - December-2023
- Delivering instruction - Managing classroom behavior - Grading assignments - Providing one-on-one student support - Administrative Support	

Skills

* Document preparation and Filing * Office Administration * Strong organizational abilities * Proficiency in Microsoft Office * Problem-Solving and Decision-Making * Delegation and Empowerment

Reference

Mrs Kutumela Teacher	Kgothlang Secondary School 0632189944
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Mr Moeng
Principal

Kgothlang Secondary School
0825558502

 Language

- Tswana
- English
- Xhosa

REPUBLIC OF SOUTH AFRICA
NATIONAL IDENTITY CARD

Surname: **NKOPANE**
Names: **KARABO RETHABILE**
Sex: **F**
Nationality: **RSA**
Identity Number: **0311190344086**
Date of Birth: **19 NOV 2003**
Country of Birth: **RSA**
Status: **CITIZEN**


Signature: *K. Nkopane*

SOUTH AFRICAN POLICE SERVICE
COMMUNITY SERVICE OFFICER

2020-04-29

BEKKERSDAL
SOUTH AFRICAN POLICE SERVICE

I hereby certify that this document is a true reproduction of the original document which was issued to me without exception. I further certify that, from my possession, no amendments or changes were made to the document.

Signature: *[Signature]*

Service Number: *[Signature]*

Date of Issue: *[Signature]*

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Date of Issue:

23 FEB 2021



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REPUBLIC OF SOUTH AFRICA

National Senior Certificate

Awarded to

KARABO RETHABILE NKOPANE

Identity number 0311190344086

Exam number 8212708190122

Subject

Setswana Home Language
English First Additional Language
Mathematical Literacy
Life Orientation
Geography
History

Achievement

%	level
57	4
59	4
32	2
76	6
33	2
60	5



This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to 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 2021

M. S. LAKOMETSI

Chief Executive Officer

220 8191 2889 S



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DEPARTMENT: HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA
**CERTIFICATE OF ACHIEVEMENT
N4**

MANAGEMENT ASSISTANT
AWARDED TO
NKOPANE KARABO RETHABILE
IDENTITY NUMBER
0311190344086
WITH EFFECT FROM
2024-12-01

INSTRUCTIONAL OFFERINGS PASSED	
SOUTH AFRICAN POLICE SERVICE	* INDICATES DISTINCTION
COMMUNITY SERVICE CENTRE	OFFICE PRACTICE N4
2020-04-29	COMMUNICATION N4
BEIKERSDAL	INFORMATION PROCESSING N4
SOUTH AFRICAN POLICE SERVICE	COMPUTER PRACTICE N4

I hereby certify that the above mentioned candidate has successfully completed the requirements of the N4 qualification in the field of Management Assistant.

[Signature]
Director-General

62622009M

[Signature]
Examination Officer

[Signature]
Director-General

Issued by the Director-General of the Department of Higher Education and Training
under delegated authority from the Quality Council for Trade and Occupations



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