

KEOTSHEPILE MOKOPANELE

📍 Johannesburg | 📞 063 937 7973 | ✉ Keotshepilemokopanelo@gmail.com

ADVANCED DIPLOMA IN OPERATIONS MANAGEMENT STUDENT

PROFESSIONAL PROFILE

Highly motivated Operations Management graduate currently pursuing an Advanced Diploma in Operations Management at the University of Johannesburg. Experienced in academic support through serving as a Library Student Assistant and Peer Mentor. Passionate about helping students understand concepts, improve academic performance and succeed in higher education. Strong analytical, communication, presentation, administration and organisational skills with the ability to work independently and collaboratively.

EDUCATION

Advanced Diploma in Operations Management (Current)
University of Johannesburg | 2026–Present

Diploma in Operations Management
University of Johannesburg | Completed 2025

National Senior Certificate
Charora High School

PROFESSIONAL EXPERIENCE

- Library Student Assistant | University of Johannesburg | 2025
 - Assisted students in finding academic resources and research material.
 - Provided professional academic support and excellent customer service.
 - Maintained accurate records and organised library resources.
 - Performed administrative duties while ensuring confidentiality.
 - Worked effectively with university staff and students.
- Peer Mentor | University of Johannesburg | 2024
 - Mentored first-year students academically and socially.
 - Conducted one-on-one consultations and study support.
 - Encouraged effective study techniques and time management.
 - Worked closely with lecturers and staff to improve student success.
 - Promoted student engagement and participation.

CORE SKILLS

- Academic Tutoring
- Communication
- Leadership
- Administration
- Microsoft Word
- Microsoft PowerPoint
- Time Management
- Quantitative Problem Solving
- Presentation
- Student Mentoring
- Record Keeping
- Microsoft Excel
- Teamwork
- Critical Thinking

ACHIEVEMENTS

- Dean's Honour Roll (2023)
- Peer Mentor Certificate (2024)
- UJ Community Engagement Certificate (87 Hours)
- Library Student Assistant (2025)

ADDITIONAL INFORMATION

Nationality: South African

Languages: English, Setswana, Sepedi, isiZulu

Driver's Licence: Code 10