

**CURRICULUM
VITAE**

OF

**THABISO
KOBELA**

PERSONAL DETAILS

Name	Thabiso
Surname	Kobela
Gender	Male
Date of birth	1994 / September / 23
Identity Number	940923 5622 085
Postal Address	14371 Orange Farm
Contact details	Nathi Street Extension 8B 1841
Driver's License	073 0310 699
Email address	Code 10
Home language	Thabisokobela@Gmail.com
Languages	Sepedi
	English, Sepedi, Zulu, Xhivenda and Xitsonga

MY PROFILE

I am a self-motivated person, who is hard working person and passionate about quality service that is offered to clients. I adapt to different working environments and a team player and can also work independently. I have excellent skills in customer service, have computer skills and I am a creative thinker. I am open to learning from different people and able to work under pressure and am an organized person. I have knowledge of the BOTHO PELE principle

KEY AREAS OF EXPERTISE

- Driver
- Administration clerk
- Receptionist

EDUCATIONAL HISTORY

Name of high school attended	:	Khesethwane high school
Highest grade passed	:	12
Subjects	:	History
	:	Life Science
	:	Geography
	:	Sepedi
	:	English
	:	Life Orientation
	:	Mathematic literacy
Year	:	2013

TERTIARY HISTORY

Name of School	:	PC Training And Business College
Course	:	End User Computing
Name of School	:	Nirvana Business Solution
Course	:	Boiler Maker

SKILLS

- Computer Skills, Data Analysis, Customer Service.
- interpersonal skills, Critical Thinking, Adaptability

EMPLOYMENT HISTORY

Company	:	Tri-Star Painting And Renovation
Position	:	Driver
Duration	:	1 Year Contract
Duties	:	Driver And Packer
Reason for leaving	:	End Of Contract

- **Company** : Food Lover's Market
- **Position** : Specialist
- **Duties.** : Driver/Rep Specialist/Merchandising
- **Contact details** : 0685374470 (Regional Manager)
- **Reason for leaving** : End Of Contract

Company	Chris Hani Baragwaneth Nursing College
Position	Administration Clerk Internship
Contact details	0119833068
Duration	(12 month contract) From 1 May 2017 to date
Duties	Recording and Tracking of both incoming & outgoing Documents (using issue slip) • Shelving of library books and shelf straightening • Assist with circulation statistics. • Assist with statistical information for library usage • Filing, tracking and processing of administrative documents (book invoices & book quotations, students records) • Maintain an electronic and manual records in the LIBWIN System) • Assist with preparation of reports for quarterly review and senate reporting. • Cash handling and banking • Minutes taking and attendance of meetings • Assist with book cataloguing, classification, labeling and covering, insertion of security strips and stamping.

REFERENCES

Name of contact	:	Bawinile Shongwe
Contact details	:	011 983 3068 / 078 902 8283
Relationship	:	Supervisor (Chief Librarian)
Company	:	Chris Hani Baragwaneth Nursing College

Name of contact	:	Mr. V. Malatjie
Contact details	:	082 524 9487
Relationship	:	Supervisor
Company	:	Tri-Star Painting and Renovation