

TSHEPISO LENETH MAKOROPO

127 Nomzamo Park, Orlando East, Soweto, 1804
072 864 2792 | tshepisomakoropo@gmail.com

PERSONAL INFORMATION

Nationality: South African
ID NO: 0109176355088
Gender: Male
Languages: English, Sepedi & IsiZulu
Driver's License: Code 10 (C1)
Criminal Record: None

PROFESSIONAL SUMMARY

Ambitious and committed student seeking a WIL placement to develop professional competencies and gain practical experience. Demonstrates strong work ethic, adaptability, and a willingness to take initiative. Ready to contribute to organizational success while enhancing personal skills and knowledge.

EDUCATION

SEDIBENG TVET COLLEGE — Management Assistant (N4–N6)
Completed 2023

KADISHI SECONDARY SCHOOL — National Senior Certificate
Completed 2019

KEY SKILLS

- Office administration and clerical support
- Data capturing and maintaining accuracy
- Professional verbal and written communication
- Telephone and email handling
- Maintaining confidentiality and policy compliance
- Attention to detail and accuracy
- Teamwork, reliability, and problem-solving skills
- Ability to work under pressure and meet deadline

REFERENCES

Sedibeng Tvet College — 016 349 1022
T. Mohlala — Mentor — 067 915 7502
T. L. Maganyane — CEO, Magan Aluminum Glass and Steel — 072 120 6403