

Lesego Elias Maboea
4711 Majaneng Selosecha Temba 0402
0790455916 | lesegomaboea102@gmail.com

OBJECTIVE

I am a motivated candidate with the ability to give an effective effort to my tasks. I am keen in discovering other aspects of life as far as employment is concerned. I am a fast learner with the right skills set to excel. I have the ability to work with other personnel and I am always more inclined towards working with other personnel. I am extremely organized and productive. I am very good at managing time, I am dependable, supportive and adaptive. My recent work, working as a Curriculum Assistant for Gauteng Department of Education where my duties were the preparations of the classrooms before the lessons, Issuing of questions papers, Invigilations, Making photo copy materials for the lessons and keeping order during the lessons taught me to efficiently work under-pressure, no matter crisis or stress, I can make the right decision on the spot.

PERSONAL DETAILS

- Date of Birth: 25/08/1996
- Nationality: South African
- Marital Status: Single
- Disability Status: Actively Disabled

LANGUAGES

- English
- Afrikaans
- Setswana
- Sepedi
- Xitsonga

EDUCATION

- **Lehwelereng Secondary School**
2017

Grade12

EXPERIENCE

01/06/2025 - 28/11/2025

Curriculum Assistant

Preparations of the classrooms before the lessons, Issuing of question papers to learners, Invigilations, Making copies of the material for the lesson, Collecting classwork books from learners and Keeping order during lesson.

Gauteng Department of Education

01/08/2021 - 31/07/2023

Learnership(Business Practice1)

Customer service, data capturing, Job- cards,switchboard,filing, Printing, invoicing and quotations.

Victoria & Alfred Waterfront Pty Ltd

SKILLS

- Computer Literacy(Microsoft Word, Excel & PowerPoint). Effective Communication skills(Verbal & Written). Good Telephone Ethics. Time- Management. Document Management & Confidentiality. Interpersonal Abilities. Problem Solving & Analytical Thinking.

REFERENCE

- **Matshidiso Thobejane -**
Principal
0825558901
- **David Rammile -**
Supervisor
0722616100
- **Gerard Welling -**
Manager
0825557328