LESEGO MOKGOSINYANA

746 Emhlangeni Street, Central Western Jabavu
073 802 9958 | lesegomokgosinyana@gmail.com

Professional Summary

Motivated and results-driven professional with strong interpersonal and communication skills. Proven ability to support administrative, marketing, and stakeholder engagement functions. Recognized for leadership potential, attention to detail, and strong academic performance in computer skills. Committed to delivering high-quality work and contributing positively to team success.

Key Skills

Communication, Customer Service, Leadership, Time Management, Conflict Resolution, Critical Thinking, Administrative Skills, Marketing, MS Office, Research & Analytical Skills

Work Experience

Stakeholder & Marketing Relations Assistant - Board of Healthcare Funders (Nov 2021 – Dec 2022)
Provided administrative and marketing support, assisted with event planning, acted as Personal Assistant, and managed travel arrangements.
Achievement: Supported conference coordination and successfully handled travel arrangements for management.

Property Caretaker - Bheki Mlangeni District Hospital (May 2023 – Apr 2025)
Maintained facilities and ensured a safe and clean environment.

Education

Marketing Management N5 - South West Gauteng College (2018 – 2019)
National Senior Certificate - Morris Isaacson High School (2014 – 2016)

Certificates

Marketing Management N4
Marketing Management N5

Languages

English, Sesotho, Setswana, isiZulu

Interests

Marketing, Networking Events, Football, Gardening, Travel

References

Ms Zola Mtshiya
065 819 2225

Cover Letter

Lesego Nhlanhla Mokgosinyana
746 Emhlangeni Street
Central Western Jabavu
073 802 9958 / 082 207 8483
lesegomokgosinyana@gmail.com

Subject: **Application for Employment**

Dear Hiring Manager,

I am writing to express my interest in employment opportunities within your organization. I am a motivated and results-driven professional with strong interpersonal, communication, and administrative skills.

I have experience working as a Stakeholder and Marketing Relations Assistant at the Board of Healthcare Funders, where I provided administrative support, assisted with event planning, and managed travel arrangements for management. One of my key achievements includes supporting conference coordination and ensuring smooth travel logistics for executives.

I also worked as a Property Caretaker at Bheki Mlangeni District Hospital, where I developed strong organizational and problem-solving skills while maintaining a safe and efficient environment.
I hold Marketing Management N4 and N5 qualifications from South West Gauteng College, which have equipped me with a solid foundation in marketing, customer service, and business communication.
I am confident that my skills, dedication, and willingness to learn will allow me to contribute positively to your team. I am eager to bring value to your organization and grow professionally.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your company.

Yours sincerely,
Lesego Mokgosinyana

REPUBLIC OF SOUTH AFRICA
NATIONAL IDENTITY CARD

Surname:
MOKGOSINYANA
Names:
LESEGO NHLANHLA
Sex:
M
Nationality:
RSA
Identity Number:
9806185134088
Date of Birth:
18 JUN 1998
Country of Birth:
RSA
Status:
CITIZEN

Signature:

SOUTH AFRICAN POLICE SERVICE
COMMUNITY SERVICE CENTRE
2024 -09- 21
JABULANI SOWETO
SOUTH AFRICAN POLICE SERVICE

I CERTIFY THAT THIS DOCUMENT IS A TRUE REPRODUCTION (COPY) OF THE ORIGINAL DOCUMENT WHICH WAS HANDED TO ME FOR AUTHENTICATION. I FURTHER CERTIFY THAT, FROM MY OBSERVATIONS, AN AMENDMENT OR A CHANGE WAS NOT MADE TO THE ORIGINAL DOCUMENT.

HANDTEKENING/SIGNATURE

MAGSNOMMER
FORCE NUMBER 2182966 FANG FANK

NAAM IN DRUKSKRIF
NAME IN PRINT

H11018130

DEPARTMENT: HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

CERTIFICATE OF ACHIEVEMENT
N4

MARKETING MANAGEMENT

AWARDED TO

MOKGOSINYANA LESEGO NHLANHLA

IDENTITY NUMBER

9806185134088

WITH EFFECT FROM

2018-07-01

INSTRUCTIONAL OFFERINGS PASSED

* *INDICATES DISTINCTION*

MARKETING MANAGEMENT N4
ENTREPRENEURSHIP AND BUSINESS MANAGEMENT N4
MANAGEMENT COMMUNICATION N4
COMPUTER PRACTICE N4 *

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SOUTH AFRICAN POLICE SERVICE
COMMUNITY SERVICE CENTRE
2024 -08- 21
JABULANI SOWETO
SOUTH AFRICAN POLICE SERVICE

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IS ... DAT, VOLGENS MY ... NIE 'N
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MAGSNOMMER / FORCE NUMBER J1877966 RANG / RANK

NAAM IN DRUKSKRIF / NAME IN PRINT

Examination Officer HIGHER EDUCATION **Director-General**

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

QCTO Quality Council for Trades & Occupations

37697375E

SERIAL NUMBER H 11018130

REPUBLIC OF SOUTH AFRICA

National Senior Certificate

Awarded to

LESEGO NHLANHLA MOKGOSINYANA

Identity number 9806185134088 *Exam number 8161325710074*

Subject	%	Achievement level
Setswana Home Language	60	5
English First Additional Language	50	4
Life Orientation	78	6
Accounting	52	4
Business Studies	55	4
Economics	48	3
**********	***	*

This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to bachelor's degree, diploma or 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 2016

M. S. Lakometsi

Chief Executive Officer

170 9195 6279 E

This certificate is issued without alterations or erasure of any kind

UMALUSI

Council for Quality Assurance in General and Further Education and Training South Africa

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(See reverse for more information)

14160

DEPARTMENT: HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

CERTIFICATE OF ACHIEVEMENT
N5

MARKETING MANAGEMENT

AWARDED TO

MOKGOSINYANA LESEGO NHLANHLA

IDENTITY NUMBER

9806185134088

WITH EFFECT FROM

2018-12-01

INSTRUCTIONAL OFFERINGS PASSED

* *INDICATES DISTINCTION*

MARKETING MANAGEMENT N5
ENTREPRENEURSHIP AND BUSINESS MANAGEMENT N5
SALES MANAGEMENT N5
COMPUTER PRACTICE N5 *
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SOUTH AFRICAN POLICE SERVICE
COMMUNITY SERVICE CENTRE
2024 -08- 21
JABULANI SOWETO
SOUTH AFRICAN POLICE SERVICE

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HANDTEKENING/SIGNATURE
MAGSNOMMER/FORCE NUMBER 3187966 RANG/RANK
NAAM IN DRUKSKRIF/NAME IN PRINT Hauuu

Examination Officer

Director-General

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

QCTO
Quality Council for Trades & Occupations

39984661R

SERIAL NUMBER H 11252786

Lesego Mokgosinyana

746 Emhlangeni Street Central Western Jabavu
• 0738029958 • lesegomokgosinyana@gmail.com

PROFESSIONAL SUMMARY

I Am A Professional With Both Interpersonal Skills And People's Skills. With My Exceptional Leadership Skills And My Ability To Drive Results. I Am Confident In My Ability To Excel As I Have A Great Track Record Of 2 Distinctions In My Academic Years In College In Computer Skills.

SKILLS

- Active listening
- Attention to detail
- Communication
- Computer
- Conflict resolution
- Critical thinking
- Customer Service
- Decision-making
- Leadership
- Marketing
- MS Office
- Planning and coordination
- Self discipline
- Self motivated
- Teamwork
- Time management
- Writing
- Research skills
- Analytical skills

ADD WORK HISTORY

Board Of Healthcare Funders , Nov 2021 - Dec 2022

Stakeholder And Marketing Relation Assistant

- I Was An Administrative Assistant. Helping My Mentor And Manager With Event Planning And Marketing The Company. I Was Also The PA Of My Manager That Time And Also Doing Travel Arrangements For The Company

Bheki Mlangeni District Hospital , May 2023 - Apr 2025

National Senior Certificate, Jan 2014 - Dec 2016

Morris Isaacson High School

- I Was Doing Commercial Studies In High School

Marketing Management N5, Jan 2018 - Jun 2019

South West Gauteng College

- I Was Doing Marketing Management At TVET College

LANGUAGES

English

sotho

setswana

Zulu

INTEREST

- Exploring other cultures
- Football
- Gardening
- Marketing
- Networking events
- Sports
- Travel