

Makwetja Karabo

PERSONAL DETAILS

Full Name : Makwetja Karabo
Gender : Male
ID Number : 9803015565086
Languages : Sepedi, English, isiZulu, Tshivenda
Address : Stand no 1272
Extention 5
Senwabarwana
0790
Equity Status : African
Contact Information : 0813251094
Email : kabzi1998@gmail.com

EDUCATION

TERTIARY

Institution Name : University of Limpopo
Course Name : Bachelors in Education
Highest qualification : N/A
Date Completed : N/A (Transcript attached)

SECONDARY

Institution Name : Dendron Secondary School
Course Name : Grade 12
Highest qualification : Grade 12
Date Completed : 15/12/2015

Work Experience

Personal Driver and Messenger: Mr Ramukadi Phathutshedzo Univesity of Limpopo 2021-2022

SKILLS

- MS Office, Internet, Outlook, MS Word, Excel & PowerPoint (HACL 011, HACL 012 – 2018 (University of Limpopo) {transcript attached})
- Telephone etiquette
- Time management
- Planning and organizational skills
- Communication skills
- Record keeping
- Accuracy

REFERENCES

Name of Company: University of Limpopo
Contact Person name: Mr MC Matlabjane
Contact Person Position: Acting Administrive Officer
Contact Number: 015 268 3138

Makwetja Karabo

Name of Company : Dendron Secondary School
Contact Person name: Mr MK Matsapola
Contact Person Position: Principal
Contact Number: 015 501 0855

Name of Company : University of Limpopo
Contact Person name : Mr Ramukadi Phathutshedzo
Contact Person Position: Senior Lecturer
Contact Number : 079 810 7296

OTHERS

MATRIC certificate (attached)
Drivers license code 10 C1(attached)
Transcript of Academic Records (attached)
Identity smart card (copy attached)
Motivational letter