

CURRICULUM VITAE OF MMOLOKE KAMOGELO

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1. Personal Information

Surname	Mmoloke
Name	Kamogelo
I.D	
Nationality	South African
Languages	Tswana, and English

2. Personal Profile

I am disciplined, customer and goal orientated. At all material times I adhere to organisational discipline in terms of the keeping the orders, stipulated duties and do work well with colleagues.

3. Objective

I am looking a position which will get me to regularly engage with the clients, and get to me provide solutions to complex issues.

4. Academic Background

4.1 Qualifications

Bachelor of Laws	NWU	Obtained 2023
National Senior Certificate	Baitshoki High	Obtained 2018

4.2 Other Courses

Epigeum courses	Oxford University Press	Obtained 2022
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5. Experience

5.1 Culture:	NWU Debating Union
5.2 Leadership:	NWU SCC Residence Office Portfolio Committee; NWU (Mahikeng) Black Management

Forum Academic Officer

- 5.3 Community Activities: NWU Inter-faculty Collaboration for Mental Health
- 5.4 Interests: Music, Governance and Movies
6. Work Experience

Company	Inteto Connect
Category	Occupational Health and Safety
Job Title	OHS Coordinator Assistant
Period	01 November 2023 to 30 June 2024

Work Description and Key Responsibilities

- Ensure compliance with the OHS ACT.
- Ensure that employees are working at a safe and healthy environment at all the times.
- Report work done to the OHS Coordinator at regular intervals.
- Perform performance checklists at the warehouse.
- Organise health and safety training where necessary for the employees through the office of the OHS Coordinator.
- Assist with cable manufacturing at the warehouse when not busy with OHS.
- Assist with storeman duties (stock packing; stock counting; receiving and despatch) when done with OHS duties.

Company	North West University (Mahikeng Campus)
Category	Student Campus Council
Job Title	SCC Residence Office Portfolio Committee Member (Chief Administrator and Secretary)
Period	September 2022 to July 2023

Work Description and Key Responsibilities

- ★ Conduct an oversight of off campus residences and report to the SCC Residence Officer
- ★ Monitor reports of the on campus residence maintenance and facilities requirement and report to the SCC Residence Officer.
- ★ Assist with student placement off campus.
- ★ Perform mid-term off-campus residence visits with the NWU Business
- ★ Advocate for the students needs in relation to residence life
- ★ Ensure student vibrancy by means of engagements with landlords off campus and the student life department on campus
- ★ File management, record keeping, manage communications and do secretarial work.

Company North West University (Mahikeng Campus)
Category Centre for Teaching and Learning
Job Title Supplemental Instructor
Period March 2021 - November 2022

Work Description and Key Responsibilities

- ★ Conducting online SI sessions.
- ★ Plan for effective SI sessions.
- ★ Implement various strategies to engage students, encourage reflection on content and assess the content.
- ★ Develop students study skills by modelling how to master the content of high risk modules.

Company North West University (Mahikeng Campus)
Category Law Clinic
Job Title Assistant (as a student)
Period July 2022 - December 2022

Work Description and key Responsibilities

- ★ File administration.
- ★ Communication and correspondence.
- ★ Consultations with the Clients and taking instructions.
- ★ Civil ligation.
- ★ Dispute Resolution.
- ★ Case analysis, legal research and legal opinion.
- ★ Drafting of legal documents.

Company North West University (Mahikeng Campus)
Category Law faculty assistant
Job Title Marker
Period February 2021 – November 2021

Work Description and key Responsibilities

- ★ Mark the student scripts with accuracy and informed judgement.
- ★ Monitor the understanding of the content.
- ★ Monitor the value and weight of the marks for the high risk modules.
- ★ Submit the report to the module

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