

CURRICULUM VITAE

OF

KEALEBOGA TEFO

Email Address: Kealebogatefo1@gmail.com

Cellphones: 076 748 3102/067 167 8894

LinkedIn: <https://.linkedin.com/in/kealebogatefo2001>

Facebook: <https://www.facebook.com/kea.tefo>

PROFESSIONAL COMPETENCIES

- Advanced knowledge of Microsoft Office; Adobe Acrobat XI PRO, Blackboard Collaborate.
- Customer service- Strong Interpersonal skill.
- Result orientated.
- Strategic thinking.
- Leading
- Strong research skills.
- Administrative experience.
- Organizational skill.
- Community engagement skill.
- Confidentiality

EDUCATION

BACHELOR'S DEGREE IN LAWS(LLB)

UNIVERSITY OF LIMPOPO- Polokwane, Limpopo

Jan 2019 to Nov 2023 **(Completed)**

NATIONAL SENIOR CERTIFICATE

NTHUBA HIGH SCHOOL- Polokwane, Limpopo

Jan 2017 to Nov 2018 **(Completed)**

EXPERIENCE

ADMINISTRATIVE ASSISTANT

SMK PANGOLIN HOLDINGS (PTY) LTD- Polokwane, Limpopo

Aug 2021 to Nov 2022 **(Part-Time)**

KEY DUTIES

- Liaising with prospective clients.
- Review and maintain written and computer file, plus conduct data entry.
- Assist in coordination of administrative function.
- Research and collect data
- Coordinate and schedule meetings
- Maintain complete stock of all supplies and accuracy of inventory

REFERENCES

Available upon request