

KOPANO NEO MOLOI

0826518304 | neokopano@gmail.com

PERSONAL DETAILS

Nationality : South Africa

Gender : Male

Driving Licence : Code 10

LANGUAGES

English

Sotho

Zulu

SKILLS

Creativity

Collaboration

Decision making

Self-discipline

OBJECTIVE

To obtain an entry-level position at a respected organization and utilize the educational qualifications I've obtained at ufs and unisa.

EXPERIENCE

GDE Partown boys high school

Quality Assurrer 4 December 2021 - 20 December 2021

Receive and distribute scripts to marking teams.

Ensure that the correct amount of scripts and mark sheets are used for each batch of marking.

Assist in the control, distribution, and scanning of scripts.

Ensure that all questions are marked, that marks are added appropriately, and that the front cover writing is correctly transferred.

Ensure that the total on each script is correct and that it is correctly transferred to the mark sheet.

Ensure that any discrepancies in any of the above are addressed by the marking teams and that appropriate changes are made to the script and mark sheet.

Reconcile the quantity of scripts, manage and organise scripts per subject, paper, and numerically for indexed archival after marking.

Reason for leaving: Short term contract. The project was a success

GDE Dinamika hoerskool 2 December 2022 - 22 December 2022

Quality assurrer

Reason for leaving: Short term contract. The project was a success

GDE Dinamika hoerskool 1 December 2023 - 20 December 2023

Quality assurer

Reason for leaving: Short term contract. The project was a success

EDUCATION

Unisa Completed in 2023

Bachelor of laws (LLB)

University of free state Completed in 2019

Bachelor of Social science(majoring in business management and sociology)

REFERENCE

Luyanda Ngcani - Luyanda Ngcani attorneys inc

Director

079 800 5880

Nkosinathi Xaba - Gauteng department of Education (Dinamika Hoerskool)

Administration manager

068 036 7834

Ramona Du Plessis - Gauteng department of Education (Dinamika Hoerskool)

Center Manager

082 600 7277

Victor Moraraiane - Department of Infrastructure development

Chief Director

079 529 5836