

# LESEGO PRECIOUS JACOBETH KGOSANA

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## PROFESSIONAL SUMMARY

- Dependable legal student seeking opportunity to expand skills and contribute to the justice system of South Africa.
- Considered to be hardworking, ethical and detail-oriented.

## EDUCATION

### HARVESTING AGRICULTURAL CROPS | 2022 | PHIL CHEMICS ENTERPRISE AND DEPARTMENT OF AGRICULTURE

- The course was to develop a harvesting plan for the specific agricultural crops and I managed to excel in it.

### MATRIC | 2018 | PRESTIGE COLLEGE

- Obtained subject certification for my Business Studies, Life Orientation and Mathematical Literacy in Year 2016 (Grade 10) , year 2017 (Grade 11) and year 2018 (Grade 12).
- I also managed to win the Mathematical Literacy Olympiad in year 2018 (Grade 12).
- I was declared as a polite, respectful, hard working, capable and dependable student in my personality profile by my school.

## Skills & Abilities

- Work well under pressure
- Ability to take initiative
- Can effectively interact and work with individuals and groups
- Can respond to change very well
- Good research skills
- Ability to influence
- Knowledge of MS word, outlook and MS office and powerpoint presentation
- Multitasking
- Computer literate
- Have communication skills
- Very punctual
- Planning and organizing skills
- Good analytic skills

## **EXPERIENCE**

**TEACHER ASSISTANT | PHL MORAKA SECONDARY SCHOOL | JANUARY 2021 – MARCH 2021**

**REFERENCE : MADZENA – 079 8766 7633/012 717 3202**

- Capturing data
- Preparing lessons of the week
- Typing documents
- Making photocopies
- Preparing the staffroom for meetings
- Designing textbook loan forms for students

**ADMIN CLERK | LUNATI CIVILS | MAY 2021 – DECEMBER 2023**

**REFERENCE : GREGORY – 064 535 3675**

- Assisted with planning and execution of business events, meetings and conferences.
- Set meeting and appointment reminders for employer.
- Maintained accurate databases and filing systems for personal and business requirements.
- Handled confidential calendar and recordkeeping information with skill and discretion.
- Maintained accurate schedule with regular updates to add business, family and personal plans.
- Organized records, correspondence and schedules depending on manager's priorities.
- Managed email, mail and text message communications for personal and business use.
- Conducted scheduling for conferences, meetings and other events.
- Answered and directed phone calls to appropriate parties.