



# Eric Kabelo Mosia

1144 Two Rooms Street KLIPSPRUIT 1809 Soweto  
0606449598 | mosiaeric4@gmail.com

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## Objective

I seek challenging opportunities where I can fully use my skills for the success of the organization.

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## Experience

- **GDoH Central Office MCHN Head Office** 08/07/2025 - 31/06/2026  
Office Administration internship  
Print, scan, meetings, writing minutes, rls02 and rls02. Emails, purchased orders, invoices, photocopying, event planning and campaigns. We deal with mother and child.
- **Chris hani baragwanath academic hospital** 25/03/2024 - 10/06/2024  
Filing clerk  
Part time. Do filing, pulling of files, capturing, practicals and scanning files
- **SWGC TVET COLLEGE** 18/01/2022 - 11/12/2024  
Office Administration practicals  
Doing practicals and theory which I can say one year six months theory one year six months practicals just like learnerships.
- **Ackerman's Maponya Mall** 02/03/2024 - 20/03/2024  
Casual  
Dealing with clothes, retail and house keeping.
- **Bhutsi Tuck shop** 02/2023 - 03/2025  
Cashier  
Selling groceries, stocking, counting stock, packing and house keeping

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## Education

- **SWGC TVET COLLEGE** 2022  
Office Administration  
Level 2
- **SWGC TVET COLLEGE** 2023  
Office Administration  
Level 3
- **SWGC TVET COLLEGE** 2024  
Office Administration  
Level 4

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## Skills

- 4 South African languages
- Interpersonal communication skills
- Leadership skills
- Problem solving skills
- Critical thinking skills
- Computer skills
- Office skills
- Data processing skills
- Mathematical literate

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## Interests

- Internet surfing
- Window shop

- Shopping
- Documentary movies

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### Reference

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- **Ms Tshililo Mutshaeni - GDoH Central Office MCHN Head Office**  
Mentor  
Tshililo.mutshaeni@gauteng.gov.za  
0810180452
- **Mr Kondowe Morake - Chris hani baragwanath academic hospital**  
Mentor  
011 9330967/0119388162
- **Ms Kele Khunou - SWGC TVET COLLEGE**  
English (FAL) lecture  
0101414000/0826326560

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### My Custom Section

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- Cry of approval, I have code 10 C1 driving license.



ERIC KABELO MOSIA