

Tshegofatso Mokotong

Gauteng, Pretoria | 0606656899 | tshegofatsomokotong@gmail.com

Objective

A motivated and detail-oriented individual, awaiting graduation in May, seeking an entry-level opportunity to apply strong organisational, communication, and teamwork skills in a professional environment. Experienced in office support services and volunteer leadership as an Academic Officer in the Tourism Society, with a proven ability to maintain high standards, support operations efficiently, and contribute positively to team objectives while continuing professional development.

Experience

Tourism Society | Academic Officer (Volunteer)

2023-2024

- Provided academic and administrative support to tourism student
- Coordinated and engaged with students, lecturers and stakeholders
- Strengthened written and verbal communication skills through ongoing coordination
- Assisted in planning, promoting and presenting initiatives, improving participation
- Supported event coordination, networking activities, and stakeholder communication

Education

North-West University

Completed: 2025

- Bachelor of Arts with Tourism Management

Botse Botse Secondary School

Matriculated: 2018

- National Senior Certificate (matric)

Skills & Competencies

- Effective communication skills (verbal and written)

- Cleanliness at all times
- Customer service-orientated
- Planning and organising skills
- Ability to work under pressure
- Professional and friendly

Reference

Dr Wessels | Lecturer

063 775 5751

Walter.Wessels@nwu.ac.za