

Onthatile Mokoena
Mabopane, Pretoria 0190
Cell:0655604000
Email: Onthatilemokoena76@gmail.com

PERSONAL PROFILE

I am a first-year Social Auxiliary Work student at UNISA with a strong passion for helping and supporting people. I am a caring and compassionate individual who values kindness and service to others. My original dream was to become a teacher, which reflects my deep interest in guiding and uplifting others. I have also completed a 6-month short course in Computer Literacy (Administration), which has equipped me with valuable administrative and digital skills. I am committed to building a career in the social services field and hope to grow professionally as I gain more experience and knowledge.

EDUCATION

Current: Social Auxiliary work at unisa

Majors: Anthropology in diverse world.

Language through an African lens.

Integration of theory and practice.

2017-2021: National Senior Certificate, Pelotona secondary school

Subjects: 1. Tourism

2. Geography

3. Mathematical Literacy

4. History

5. English

WORK EXPERIENCE

Organization: city of Tshwane

Period: March 2024-March 2025

Position: Office administration

Duties: Administration and taking calls and setting up meetings.

End date: 20 March 2025

Reason: Contract

SHORT COURSE

2022: Short course in office administration.

SKILLS

Languages

English (fluent),

Office administration

- Proficient Microsoft skills including MS Word, Excel and PowerPoint
- Office work

- Filing
- Typing master

REFERENCES

Name:George Ngobeni

Role:Supervisor

Institution:City of tshwane

Cell:079 058 5537

Name:Motshidisi Modiselle

Role :lecture

Institution:Avuxeni computer academy

Cell:071 547 2098



REPUBLIC OF SOUTH AFRICA

National Senior Certificate

Awarded to

ONTHATILE MOKOENA

Identify number 0309021020081

Exam number B219116090103

Subject	%	Achievement level
Setswana Home Language	56	4
English First Additional Language	49	3
Mathematical Literacy	30	2
Life Orientation	77	6
History	69	5
Tourism	56	4
.....	***	.

This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to diploma or higher certificate study as gazetted for admission to higher education, subject to the admission requirements of the higher education institution concerned.

With effect from December 2021

M. S. LAKOETSU
Chief Executive Officer

220 7607 9907 S



This certificate is issued without replacement or expiry of any kind



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Council for Quality Assurance in
General and Further Education and Training
South Africa

3146978

See www.cqa.gov.za for more information

NW AVUXENI

COMPUTER ACADEMY

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Certificate

ICT Office Administration Skills Programme 6

This is to certify that
Mokoena Onthatile

ID No:

030902 1020 081

Has been found competent in the following

Unit standard	ID	Credits
Operate a personal computer system	116932	03
Describe the concepts of Information and Communication Technology (ICT) and the use of its components in a healthy and safe manner	117925	03
Monitor and control the maintenance of office equipment	13931	04
Describe the application and effect of Information and Communication Technologies (ICT) on society	117928	05
Managing files in a (GUI) environment	117867	03
Use generic functions in a Graphical User Interface GUI environment	258883	04
Develop and use Keyboard Skills to enter text	9357	04
Use a Graphical User Interface (GUI)-based word processor to create and edit documents	116938	04
Use a Graphical User Interface (GUI)-based word processor to format documents	117924	05
Use a Graphical User Interface (GUI)-based word processor to enhance a document through the use of Tables & Columns	119078	05
Use a Graphical User Interface (GUI)-based word processor to create merged Documents	116942	03
Use a Graphical User Interface (GUI)-based spreadsheet application to create & edit spreadsheets	116937	04
Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem	116940	06
Use a Graphical User Interface (GUI)-based spreadsheet application, enhance the functionality and apply graphs/charts to a spreadsheet	116943	03
Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief	117923	05
Use a Graphical User Interface (GUI)-based presentation application to enhance a presentation appearance	116930	05
Use electronic mail to send and receive messages	116945	02
Enhance, edit and organise electronic messages using a Graphical User Interface (GUI)-based messaging application	116935	02
Use a Graphical User Interface (GUI)-based web browser to search the internet	116931	04
Demonstrate an understanding of the principles of the internet and the World Wide Web	115391	03
Develop administrative procedures in a selected organization	110003	08
Demonstrate and explain the importance of department in the workplace	377500	02
Process incoming and outgoing telephone calls	14348	03
Function in a business environment	10622	08
Conduct communication within a business environment	7785	04
Total credits earned for ICT Office Administration Programme 6:		77



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Media, Information and Communication Technologies
Sector Education and Training Authority


Assessor
Aubrey. S. Selepe


Moderator
Thabo Hendry Malaza

 **REPUBLIC OF SOUTH AFRICA**
NATIONAL IDENTITY CARD

Surname
MOKOENA
Names
ONTHATILE
Sex
F
Nationality
RSA
Identity Number
0309021020081
Date of Birth
02 SEP 2003
Country of Birth
RSA
Status
CITIZEN



Signature




Conditions:
This card has been issued by the Department of Home Affairs in terms of the Identification Act, Act 68 of 1997
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Date of Issue: ^W
28 DEC 2020 ⁶⁰⁹⁵

RSA



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