***Resume of: Mr Frank Mothobe Moropyane ID No.: 901028 5281 085***

***Date of Birth: 28 October 1990***

***161 Segwagwa Street,***

***Moretele view,***

***Mamelodi west,***

***Pretoria,***

***0122***

***Contact Details:***

***Mobile: 0843668198***

***E-Mail:frankmoropyane@gmail.co.za***

***Licence: Code 10***

***Heath: Very Good***

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# EDUCATION

**SECONDARY:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of School: |  |  | Princess Park High S. 2008 |
| Highest Grade |  |  | Grade 12 (Matric) |
| Subjects Passed:  **TERTIARY EDUCATION** |  |  | Afrikaans, English, Accounting, Economics,  Business Studies, Life Orientation, Mathematics Literacy |
| Name of Institution: |  |  | PC Training |
| Period: |  |  | Sept 2009 |
| Course Attended: |  |  | Computer Work skills Training Program |
| Modules Passed: |  |  | Using the PC, Keyboard Skills, Ms Windows XP,  Ms Excel, Ms Word, power point, MS Access,  Microsoft Outlook, Email & Internet |
| Name of Institution: |  |  | University of South Africa (UNISA) |

Period: 2010- to date 2016

Qualification: National Higher certificate in Accountancy

Majors: Auditing, Management Accounting

# WORK EXPERIENCE

Name of Company: LDS Academy

Duration: 06 June 2011 to

27 June 2013

Position Held: Teacher at

Zambia, Malawi,

and Zimbabwe

Name of Company: Jicho Consultants Co

Duration: 01 August 2013 to 31 March 2017

Position Held: Administrator

Duties: Computer/tablets repairs, tracking device, Software & Microsoft installation and update

Name of Company Porsche Motor Company

Duration: 04 June 2018 to Date

Position Held: New Cars Assistance Representative and Driver

Name of Company: Bizmates Phillipines

Duration: 06 June 2020 to

28 July 2023

Position Held: Online English Teacher

# REFERENCE

Ms: Martha Nkosi

English teacher

Contact Detail: 079 011 9207

Mr Alison Scott

Manager for Workshop

Porsche Car Dealership

Lynnwood Road

Mobile: 0760640960

Mr Jannie Du Preez

Manager for New Cars

Porsche Car Dealership

Lynnwood Road

Mobile: 0736039758

Mrs Primrose N Moropyane Senior supervisor The Church Of Jesus Christ Of Latter-Day Saints Mobile 061 6016357

## SKILLS PROFILE

* Good interpersonal and communication skills
* Excellent telephone etiquettes
* Ability to work independently, under pressure with minimum supervision
* Ability to maintain confidentiality
* Ability to work effectively with colleagues within a team context
* Computer skills
* Data capturing and record keeping skills
* Problem solving skills
* Good listening skills
* Attention to detail
* Time management
* Self-motivated, responsible, and reliable

## Career Objective

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills*,* a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.