

# KGAUHELO MPHO MANTU

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## *Personal Information*

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**Name and Surname:** Kgauhelo Mpho Mantu

**Email Address:** kgauhelomantu@gmail.com

**Mobile Number:** 0799232673

**Residential Address:** 659 Stanza Bopape Arcadia Pretoria

**Languages:** Zulu, Sesotho, English, Setswana

**Driver's Licences:** none

**Gender:** Female

**Date of birth:** 20 June 2001

**Availability:** Immediately

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## *Skills and Hobbies*

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-Microsoft word and Excell.

-Computer literacy, filling, administration.

-Very fluent in English

-A fast learner and always ready to learn new things

-I am also a very active person, I have moderate yoga skills.

-Freelancing Model

-Cyclist

-Part time social media manager

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## *Work Experience*

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### ***Current Job @ Frame Cycling Cafe***

From October 2022 to current

**Job Type:** Administration and Social Media Management

**Duties:** Organise bicycle rides, deal with membership registrations, draft paper work, finding touring routes, customer service and social media account management (posting, engagement and PR)

**Reference:** Boipelo Mokoboto (072 083 6179)

### ***Digital work @ Giyani water project***

From December 2022 until May 2023

**Job Type:** Administration (remote)

**Duties:** Drafting contracts, filling data and paper work

**Reason for leaving:** 6 Months contract ended

**Reference:** Thomas Nkuna (0784931793)

### ***Job at CREDICO Sales and marketing***

From December 2020 to Current (August 2022)

**Job Type:** Permanent

**Duties:** Client enquires, Sales pitch, recruitment administration and training.

**Reason for Leaving:** Needed a to explore new environments

**Reference:** Thabo Sekhu (0691895620)

### ***Job at Vumelani Abatwana home***

From January 2018 to June 2019

**Job Type:** Volunteering

**Duties:** Administration

**Reason for Leaving:** I had to move to Pretoria

**Reference:** Maria Ndlovu (0780222491)

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## ***Education***

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### ***High school education***

**Completion Date:** December 2019

**School name:** Mountainview High School

**Subjects:** English Home Language 50%

Afrikaans FAL 47%

Mathematical Literary 65%

Life Orientation 68%

Business Studies 39%

Economics 46%

History 75%

### ***High school education***

**School name:** Tshwane University of Technology

**Duration:** 2020 – Current

**Course:** Integrated Communications

**Modules:** Advertising and marketing, Communication Law, Communication Science, Media Practice.