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| KABELO SEKELE49 Heron Street, Lenasia, 1820 . Tel 011 852 3281 . Cel 076 492 3451E-mail kabelo.sekele@wits.ac.zaIdentity No. 0306205003084Drivers License: Code EB |
| **CAREER OBJECTIVE:** | To gain a challenging entry-level position in human resources development that utilises my analytical and communication skills to enhance personal development and organizational performance. |
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| **EDUCATION** | **UNIVERSITY OF THE WITWATERSRAND, JOHANNESBURG (2019 - )*****Honours Bachelor of Arts (Sociology)***Subjects: * Social Transitions
* The Making of the South African Social Order
* Advanced Social Research
* Global Institutions and Economic Restructuring
* The Demography of South Africa

Research Project: A demographic study of transitions in the mining sector. A case study of miners at the Bathopele Platinum Mine in Rustenberg. |
| **UNIVERSITY OF THE WITWATERSRAND, JOHANNESBURG (2016 – 2018)*****Bachelor of Arts***Majors: Sociology and Media StudiesSub-majors: Politics and English Literature |
| **JEPPE HIGH SCHOOL FOR BOYS, JOHANNESBURG (2011 – 2015)**Highest Grade Passed: Grade 12Subjects: English (Home Language), Afrikaans (First Additional Language), Mathematics, Life Sciences, Accounting, Business Studies, Life Orientation. Distinctions achieved in English and Business Studies. |
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| **EMPLOYMENT** | **UNIVERSITY OF THE WITWATERSRAND, SCHOOL OF SOCIAL SCIENCES (2019 - )*****Academic Tutor***Tasks and Responsibilities:* Provision of academic support to third year students
* Preparation of tutorial discussion materials
* Marking test scripts and assignments
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|  | **WICHITA SPUR, KENSINGTON (Oct 2018 – Jan 2019)*****Waitron and Cashier***Tasks and Responsibilities:* Receiving and accounting for cash received
* Cash float management
* Customer liaison
* General reception duties
* Public relations

**Khaya FM (Apr 2018 – Jul 2019)*****Part-time administration assistant***Tasks and Responsibilities:* Retrieval of information for research projects
* Library Information database development
* Assisting the receptionist during busy periods
* Filing and other general office duties
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| **SKILLS** | * Desktop design and layout
* General office routine skill and experience
* Microsoft Office, In-Design, Photoshop, Marketing and Promotions using social media. Strong familiarity with Microsoft Excel.
* Tutoring and education support
* Interpersonal skills developed through work experience and tutoring
* Attaining objectives through teamwork processes
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| **ACHIEVEMENTS**  | Special achievements and Honours:* Distinctions in Sociology II (2017) and Media Studies III (2018)
* Active participant in WCCO (Wits Citizenship and Community Outreach - Wits University) (2017 - )
* Residence House Committee Member and Programme Coordinator, Wits University (2016 & 2018)
* Jeppe High School football team captain (2015)
* Jeppe High School Debating Team member (2014 - 2015)
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| **INTERESTS** | **Sport:** Football, Cricket, Tennis and Volleyball. I believe that participation in sport develops strength in the areas of leadership and physical health.**Design:** My interest in art and design has developed my ability to think creatively and to present my ideas professionally. |
| **REFEREES** | Prof. J.H. Russel, Senior Lecturer, School of Social Sciences, University of the WitwatersrandCel: 082 987 8765 E-mail: Jonathan.Russel@wits.ac.zaMr B. Satsha, Manager, Wichita Spur, KensingtonTel: 089 659 7854 E-mail: Brian.Satsha@gmail.com |