



Palesa Motingoe

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Driver's License



I always strive to ADD VALUE to the organization /company I work for. Having spent most of my years studying Computer Networking, business studies and Construction Management at The Central University of Technology while doing part-time work and an internship I know the importance of applying my educational/personal skills and knowledge to solving both work and life problems.



Skills / Strengths

- I work at making myself happy as well as those in my working space by maintaining professionalism.
- Timeliness
- I am well organized as I have learned to write my tasks and complete them ahead of time.
- Empathy
- Calm
- Selflessness
- Determined
- Eloquent
- Confident



Experience

2023-02-01 – 2024-02-01

Business classes and clinic assistant internship
At Roche Diagnostics In partnership with Unjani Clinic Mangaung

Description of responsibilities and achievements in terms of impact and result:

- *I attended classes and had to complete a handbook with assignments on my internship training of the basics of a business' registration, business finance and management.*
- Clinic Admin.
- Social media marketing and management
- assistant clerk and office assistant and receptionist duties
- Driving
- People's skills and practical business management of the clinic.

2018-02-28 – 2022-12-28

Campaign's manager/promoter
At Contrast Promotions Company

The company campaigns I worked on:

- Culinary school (Bfn)
- DSTV
- Checkers (Preller Square)
- New Gin companies

2021-4-01 – 2021-04-29

Independent Electoral Commission (IEC), Fichard Park
Role: elections operator

2021 Jan- 2022 august

Shoba Construction

Construction Manager apprenticeship for practical work-experience related to bachelor's in construction management course (from the Central University of Technology)

Role: site worker and construction manager

- Measurements
- Land surveying.
- Managing the construction project for the day
- Basic construction renovations and site maintenance (e.g brick laying, connecting ventilation ducts, electrical work and mechanical maintenance)
- Job costing /Quantity Survey

Bloom Boutique (eyelash technician)

Self employed (part time),

Role: owner, marketer and eyelash technician



Education

Year of completion: 2016

Level of Education, Institution

National Senior Certificate Completed at St Michael's school for girls

Year of completion:2018

Level of Education, Institution (if any)

Bachelor's in Computer Networking , done at The Central University of Technology

Year of completion: 2019

Extended curriculum: Electrical Engineering and Mechanical Engineering, done at The Central University of Technology

Year of completion: 2020-2023

Bachelors of Construction Management



Training and Certifications

1-February -2024

YES4Youth Work Readiness Training



References

Name	Company	Contact Details
Millicent Motingoe	ROCHE DIAGNOSTICS (PTY)LTD	unjani.mangaung@outlook.com
Tlhodi Moroe	Contract Promotions and Marketing Management	0724791415 0510110005
Shoba Construction At , Sassa building project (Mr Sam) MSK Construction and Mechanical engineering	Shoba Construction	