

Karabo Mokoto

074 485 6880



mokotokarabo2@gmail.com



Driver's License



My career objective is to get an opportunity where I can make the best of my potential and contribute to the organization's growth. I am seeking a position in a company where I can launch my career and build a valuable skillset.



Skills / Strengths

- Problem solving and critical thinking
- Time Management
- Teamwork
- Self-efficacy
- Leadership of self
- Computer literacy
- Communication skills
- Innovative



Experience

2022/26/06-
2022/09/18

Hand in Hand Southern Africa

Team leader

- Ensuring orderly execution of services.
- Filling and submitting weekly team registers
- Performing tasks assigned to the team by the regional manager



2022/10/01-
2023/10/01

Admin Assistant

Afrika tikkun NPC

- Operating of the switchboard
- Meet, greet and directing clients appropriately
- Assisting the sales team to complete OTP's and gather outstanding information from clients

Education

2018

Molelwane secondary school

Mahikeng

- National senior certificate

Dc dynamic college of commerce ad further
training

Mahikeng

- Technical support
- NQF level 4



Training and Certifications

07/20/2023

YES4Youth Work Readiness Training

- Self-awareness
- Work place readiness
- Financial literacy
- Time Management
- Corporate effectiveness
- Safety and Digital literacy
- Communication
- Entrepreneurship



References

Name	Company	Contact Details
Themba mokariwinde	Hand in hand southern Africa	081 578 2167
Johann potgiter	Volkswagen mahikeng	084 513 1543
Jacques Kearney	Afrika Tikkun NPC	082 502 6562

Volkswagen of South Africa (Pty) Ltd

Newton St, Mafikeng Industrial, Mahikeng, 2746

13 September 2023



Letter of Work Experience

To whom it may concern,

This letter serves as a reference for Karabo Mokoto placed by the Youth Employment Service (YES) for a period of one year's work experience.

Karabo commenced work at Volkswagen of South Africa (Pty) Ltd on 01 October 2022. Volkswagen of South Africa (Pty) Ltd is in the industry and Karabo was employed as a Admin Assistant.

The design of the YES programme includes digital interventions that support the provision of a quality work experience and develop a growth mindset among Youth. One of the interventions is the provision of Youth apps via the smartphones which provide Youth with access to work readiness modules and promote soft skills development. These work readiness modules are delivered digitally through an accessible and attractive micro-learning format. Karabo embraced these learning by completing soft skills modules such as the Endline Survey, Expectations, and Being an Entrepreneur.

Over the course of the 12- month quality work experience, Karabo gained experience in Admin Assistant and skills in and was able to adapt well to our organisational culture. Given that both technical and soft skills are integral to the ability of an employee to contribute to the workplace, Karabo has shown that they are willing to use the resources at their disposal for continued, lifelong learning.

Based on their participation in the YES programme at Volkswagen of South Africa (Pty) Ltd, I am of the opinion that Karabo will be able to add value to any employer when placed in a suitable role.

Yours sincerely,

Kearney Jacques



YES
4YOUTH
.CO.ZA

Certificate of Completion

This is to certify that

Karabo Mokoto

(ID: 0004045207083)

Has successfully completed the Youth Employment
Service quality work experience programme.



01 October 2023

Date

A handwritten signature in black ink, appearing to read 'Ravi Naidoo'.

Ravi Naidoo
Chief Executive Officer

YES is a business-led collaboration with government and labour.
Company Registration: 2017/267641/08 | www.yes4youth.co.za