



Puleng Agnes Mphohle

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OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges. As I said that I enjoy learning new things or ways of approaching organizational challenges. I am a person who is open minded and would really enjoy being challenged to broaden my knowledge when it comes to organizational approaches

EXPERIENCE

2016 -
2020

- **Lecturer**
Damelin College Vaal
 - Facilitation/ lecturing and conducting of classes
 - Preparing/setting of exam papers and memorandums
 - Assessing and moderating written assessments of learners
 - Counselling and career advising of learners
 - Setting and marking of assignments
 - Reporting on assessments written by compiling assessors and moderators reports
 - Taking part in the internal campus cross moderation process and its reports compiling

2012 -
2016

- **Lecturer**
PC TRAINING AND BUSINESS COLLEGE
 - Organising Work Integrated Learning (WIL) with relevant companies for learner practical's placing.
 - Facilitation/ lecturing and conducting of classes
 - Preparing/setting of exam papers and memorandums
 - Assessing and moderation of assessments
 - Counselling and career advising of learners
 - Conducting research for classes and for publication
 - Setting and marking of assignments
 - Compiling assessor and moderators reports
 - Taking part in the internal campus cross moderation process and its reports compiling
 - Conducting workshops for new staff members and induction
 - Compiling and editing of learner study guides
 - Conducting recruitment interviews

2009 -
2012

- **Campus Administrator**
PC TRAINING AND BUSINESS COLLEGE
 - Typing of campus meeting minutes and filing
 - Typing and compiling of monthly report and submission.
 - Compiling daily and monthly financial reports
 - Registering, invoicing and receipting of learners' data
 - Arranging for school visit and follow-up on enquiries
 - Managing and reporting on campus assets
 - Managing and reporting on campus petty cash
 - Preparing for campus internal and external audits (academic, HR, institutional and accounts)
 - Receiving and responding to e-mails
 - Making phone calls to parents for fees collection
 - Organising Work Integrated Learning (WIL) with relevant companies for learner practical's placing.

2020 -
2023

- **Operations Manager and Administration Officer**
Tower of Refugee Assembling Church
 - Organising church services and conferences
 - Organising and managing hospitality details regards to hosting of guests

Managing church roll and church member visitations
Asset planning and management
Managing church building maintenance schedules
Bookkeeping and financial records compilation
Managing social media pages and presence

EDUCATION

- 2006 • **BA Degree Development and Management: Public Management and Administration with Political sciences**
North West University Vaal
- 2014 • **OJETDP SAQA ID :50334 L5**
PC Training and Business College

SKILLS

Problem solving

80%

Microsoft office

80%

Planning and Organising

80%

Presentations

80%

Negotiation

60%

Documentation

80%

Reporting

80%

ICAS

60%

REFERENCE

- **Nemvume Kutwane - Damelin College vaal**
Academic Manager
083 368 4552
- **Kedibone Dlamini - PC TRAINING AND BUSINESS COLLEGE**
Academic Manager
+27685488256
- **Mohlomi Motete - Assemblies of God**
Pastor / Regional Council Chairperson
0659744379
- **Tshepo Mphohle - Tower of refuge assembling**
Senior Pastor
0636082231

ADDITIONAL INFORMATION

Teaching and learning is one of my passions, I understand that to be a good teacher you have to be an even better learner. I work with learners who are doing grade 10 to grade 12 after school to help them with their home work and aspects of their curriculum that they struggle with. I also have pioneered an initiative of helping and guiding young girls in my community, assisting them with making better career and life choices. I am registered with South African Council for Educators to teach further education and training sector.