

# KABELO SEKELE

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**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 Studies

Sub-majors: Politics and English Literature

**JEPPE HIGH SCHOOL FOR BOYS, JOHANNESBURG (2011 – 2015)**

Highest Grade Passed: Grade 12

Subjects: 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.

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**REFEREES**

Prof. J.H. Russel, Senior Lecturer, School of Social Sciences, University of the Witwatersrand

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Mr B. Satsha, Manager, Wichita Spur, Kensington

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