

CURRICULUM VITAE OF AMOHELANG KENEUOE KOSENE

1708, SECTION C, BOTSHABELO, 9781

PERSONAL DETAILS

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PERSONAL INFORMATION

Gender : Female
Nationality : South African
Identification Number : 8704060492088
Marital status : Single
Home language : Sesotho
Other language : English (Fluent)

ACADEMIA

Jan 2011- November 2014 : University of Free State
: B.A. Governance and Political Transformation
2004-2005 : St Stephen's High School
: Cambridge Overseas School Certificate- First class

ASPIRATION : Profession in International Relations and/or
International Law

WORK EXPERIENCE

22nd June 2015- Current

: Company Administrator
: Environmental and Rural Solutions
: Matatiele, South Africa

Responsibilities

: Device and maintain office systems
: Book rooms and conference facilities
: Maintain and update website and internal database
: Attend meetings, take minutes and keep notes
: Manage and maintain budget as well as invoicing
: Liaise with staff in other departments and external contacts
: Order and maintain stationery and equipment
: Liaise with staff and external contacts to book travel and accommodation
: Organise and store paperwork, documents and computer-based information
: Arranging both in-house and external events

1st May 2015-17th June 2015

: Econet Telecom Lesotho Call Centre Agent
: Econet Telecom Lesotho
: Maseru, Lesotho

Responsibilities

: Answering calls from Econet subscribers
: Providing the callers with relevant information requested
: Checking their balances

- : Activating their BIS
- : Activating their promotions when necessary
- : Providing them with their PUK numbers
- : Communicating with other departments regarding network problems
- : Communicating with the marketing department about details of promotions
- : Recharging for callers who cannot recharge due to network problems
- : Extending window periods
- : Reporting landlines that have problems and don't work

Acquired skills

- : Working flexible hours
- : Liaise with other departments regarding customer complains

January 2015-February 2015

- : Electoral Educator
- : Catholic Commission for Justice and Peace
- : Maseru, Lesotho

Responsibilities

- : Educate target groups in the remote areas of Lesotho about snap elections
- : Motivate and give them morale to vote
- : Encourage them to check their names on the voters' roll
- : Educate them of the process, laws and regulations that govern electors' behaviour
- : Teach them about methods of voting

: Tell them why we have snap elections

:Facilitating focus-group discussions and public gatherings

: Going from door-to-door to educate the target groups

Skills acquired

: Improved Public speaking

: Improved communication skills

: Working flexible hours in unfriendly environments

: Improved team work

: Walking long distances to deliver this information

November 2014-November 2014

: Human Resources Assistant

: Econet Telecom Lesotho

: Maseru, Lesotho

Responsibilities

: Getting the staff to sign their insurance statements

: Making copies of signed statements for filing

: Keeping records of signed statements

Skills acquired

: Filing

: Organisational skills

June 2013-November 2013

University of the Free State

: Tutor – Introduction to Governance

: Free State, Republic of South Africa

Responsibilities : Supplemental Instruction (SI)
: Peer Learning Facilitation
: Assessment Development and Support
: Research on topics regarding the module
: Collecting and downloading documentaries for the learners to watch in tutorials
: Designing debate topics
: Assigning learners topics to discuss and write short notes about
: Marking the short notes
: Scheduling consultation days and hours
: Data management and updates on tutorial attendance
: Presenting learners' tutorial marks to their lecturer (my supervisor) at the end of a semester

Skills acquired : Being innovative
: Data management
: Public speaking
: Motivating others
: Team leader

May 2010- July 2010 : Intern
: Mofolo, Tau-Thabane and Company, Lesotho
: Maseru Book Centre, Lesotho (not necessary)

Responsibilities : First level - Attend clients who lodge claims

- Taking the statements from the clients and preparing Affidavits

: Intermediate level - Lodge claims for the clients

- Preparing the bills for the clients

- Assist in compilation of "Heads of Argument"

- Draft Letters to other law firms

- Fill out "Writ of Execution"

- Furnish opposing law firms with more details of the case

- Arranging date of cases at the High

Court of Lesotho

- Assisting in drafting draft contracts and "Deeds of Sale"

- Assist in drawing up "Court Orders"

- Assist in drawing up "Particulars of Claim"

Skills acquired

: Time management

: Following instructions

: Work etiquette

: Communication skills

June 2010- Current

: Volunteer

: Ministry Of Hope Lesotho

: Maseru, Katlehong

Responsibilities

: Typing office letters and documents

- : Attending parents who want to adopt children
- : Attending children who are about to be adopted
- : Collect, compile and analyse data of fostered children
- : Help taking care of fostered children

Skills acquired

- : Objectivity
- : Thinking on my feet

June 2002- December 2009

- : Office Assistant (Holiday job)
- : Gemini Professional Services, Lesotho
- : Red Cross Building, Maseru, Lesotho

Responsibilities

- : Typing office letters and documents
- : Filing
- : Management petty cash
- : Assist clients in internet surfing
- : Delivering documents and letters to other offices

Skills acquired

- : Professional typing
- : Assisting in workshop implementation and presentations
- : Inter-personal skills
- : Multi-tasking
- : Working as part of a team

Soft Skills

- : Microsoft Word, Powerpoint, Excel, Publisher

: Critical Thinking and analytical skills

: Team leading

SHORT COURSES

Organisation

Course

Environmental and Rural Solutions

: Holistic communal and commercial rangeland management

Environmental and Rural Solutions

: Basic map reading and GIS systems

FlossNet

: Wordpress Training course (website design) - 2015

Environmental and Rural Solutions

: Communal Rangeland Rehabilitation Toolkit Workshop - 2015

Environmental and Rural Solutions

: Rangeland Toolkit Training - 2015

Commission for Justice and Peace

: Electoral Education – 2014

University of the Free State

: New Academic Tutorial Programme (NATP) – 2013

AIDS Movement National University

of Lesotho

: AIDS Awareness - 2008

Scripture Union Lesotho

: Youth Leadership skills - 2007

Lesotho Basketball Association

: Motivational skills - 2007

Durham Link

: Life skills – 2006

UNICEF

: Photography - 2000

EXTRA MURAL ACTIVITIES

Former President of the Rotaract Club at the National University of Lesotho

Member of Titi G Foundation in Lesotho

Member and trained leader of Scripture Union Lesotho

Participated in Lesotho Durham Link youth activities

Member of the Yoga Club at the University of Free State

Volunteer at Ministry of Hope, Lesotho

Hobbies

: Reading

: Writing poetry

: Doing yoga

: Organising activities for family and/or friends

: Watching basketball

References

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: Mrs Nancy Dimmock

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