



# Joalane Mofokeng

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

Administration work.

Because I am very good at it and I've done it most of my life, I love a challenge that comes with it, how multi-tasked it is, it gives not only good preference of a person's character, but also to the company you represent, that's where hard work is, you get to stand out, by doing your best and giving your best for the betterment of the company, I not only love being an administrator, I believe it's who I am, I love working with people and also book keeping, my file work is amazing, I was born for this job.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Johannesburg Gauteng

## Contacts and general information about me

Day of birth	1991-06-20 (33 years old)
Gender	Female
Residential location	Parys Free State
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2017.02 iki 2020.11</b>
Company name	Joyous kids academic school
You were working at:	Teacher
Occupation	Assistant Deputy principal and administrator, assistant teacher
What you did at this job position?	Book keeping, file work, working with both people and money, teachers assistant.

Working period **nuo 2013.01 iki 2015.01**  
 Company name Stonehenge Africa  
 You were working at: Other jobs  
 Occupation Conference coordinator  
 What you did at this job position? organize conferences for different companies around South Africa and outside South Africa.

Working period **nuo 2011.11 iki 2012.07**  
 Company name Candy's lodge  
 You were working at: Receptionists  
 Occupation Reception work, shop keeping, assistant chief, house keeper.  
 What you did at this job position? Working with both people and money, cleaning rooms, selling and doing stork taking in the shop, helping the chief, mostly General worker.

**Education**

Educational period **nuo 2005.01 iki 2010.12**  
 Degree Grade 12 / Matric  
 Educational institution Barnard Molokoene Comprehensive school  
 Educational qualification National Senior Certificate  
 I could work Any qualified job for my skills

Educational period **nuo 2015.01 iki 2018.09**  
 Degree Diploma  
 Educational institution Playsa course  
 Educational qualification Grade 1-3  
 I could work Foundation Educator

Educational period **nuo 2017.01 iki 2019.05**  
 Degree Diploma  
 Educational institution Playas course  
 Educational qualification Grade R  
 I could work ECD Educator/after care

Educational period **nuo 2018.01 iki 2019.05**  
 Degree Diploma  
 Educational institution Playsa courses  
 Educational qualification Birth -2years  
 I could work ECD Educator/Day care Center

Educational period                   **nuo 2016.06 iki 2019.05**  
 Degree                                   Diploma  
 Educational institution               Playsa course  
 Educational qualification             2-5 years  
 I could work                           ECD Educator/Day care Center

Educational period                   **nuo 2017.03 iki 2019.03**  
 Degree                                   Certificate  
 Educational institution               Department of health  
 Educational qualification             Rehabilitation Department  
 I could work                           Speech and language therapy diagnosis and treatment,Development milestones,Precursors to school readiness,Oral health in children, Nutrition in children, Choking and burning management in children

Educational period                   **nuo 2005.02 iki 2007.11**  
 Degree                                   Certificate  
 Educational institution               Love life  
 Educational qualification             Love life body wise program  
 I could work                           Social work,social advancer

**Languages**

Language	Speaking level	Understanding level	Writing level
Sesotho	good	good	good
English	very good	very good	very good

**Computer knowledge**

I have experience and knowledge about computers,I know how to write litters, email, file work any other thing required. I can manage.

**Conferences, seminars**

Very good at sharing ideas and working better for the best of the company, am capable and have the ability to take such responsible to come up with good ideas that will benefit the company's future or well being.

**Recommendations**

Contact person                       Miss Edith  
 Occupation                           Educator  
 Company                               Joyous kids academy  
 Telephone number                   0814541981

Contact person	Mrs Anna
Occupation	Owner
Company	Candy's Lodge
Telephone number	0619872788

Contact person	Mr Phika
Occupation	Stonehenge Africa
Company	Assistant manager
Telephone number	0780003921

#### **Additional information**

Your hobbies	Reading Playing Computer games Motivational speaker Social media administrator pages Writer Cookie Listing to worshipping song Love to sing Cleaning
Driver licenses	None
Salary you wish	21000 to 35000 R per month
How much do you earn now	31000 R per month