



Olebogeng Judith Mogorosi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for position that will enable me to put my knowledge to practise, that will challenge me to do my best. The lessons, experience and skills I have acquired the past year together with the end results of my works will make me a best candidate for the job.

Preferred occupation Administrators
Administrative jobs

Preferred work location Potchefstroom
North West

Klerksdorp
North West

Hartbeespoort
North West

Stilfontein
North West

Brits
North West

Rustenburg
North West

Pretoria / Tshwane
Gauteng

West Rand
Gauteng

Kimberley
Northern Cape

Kathu
Northern Cape

Witrivier
Mpumalanga

Hazyview
Mpumalanga

Barberton
Mpumalanga

Middelburg
Mpumalanga

Witbank
Mpumalanga

Lebowakgomo
Limpopo

Bela-Bela / Warmbad
Limpopo

Mokopane / Potgietersrus
Limpopo

Polokwane / Pietersburg
Limpopo

Thabazimbi
Limpopo

Bloemfontein
Free State

Sasolburg
Free State

Bethlehem
Free State

Botshabelo
Free State

Cape Town
Western Cape

Contacts and general information about me

Day of birth	1986-07-28 (38 years old)
Gender	Female
Residential location	Potchefstroom North West
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period **nuo 2017.07 iki 2018.12**

Company name National Association for Cooperative Financial Institutions of South Africa

You were working at: Marketing consultant

Occupation Marketing Coordinator

What you did at this job position? Liaise regularly with senior management and member Cooperative Financial Institutions. Coordinates activities, events and exhibitions as directed by supervisor for events, board meetings, conferences, CFI's training and any other communication activities. Arrange in consultation with the manager, the calling of board meetings as and when necessary. Maintain a proper filing system and tracking of documents, maintain records and management of information. Prepare administrative reports by collecting, analyzing and summarizing client engagement data. Conduct data collection, desktop/ external research on members through survey, telephone calls and other data mining tools to formulate reports. Compile the contents and write a Newsletter to be edited and finalized by the manager and update website. Attend industrial functions such as association events, managers forum, workshop, yearly functions, forums to network with institutions professionals and conferences and provide feedback in a form of report. Put together report detailing campaign performance, member engagement and engagement trends. Coordinated with members to complete projects according to schedule and specifications. Successfully planned and executed corporate meetings, members' training and workshops, SADC Managers forum for over 200 people. Created itineraries, booked travel, manage travelling expenses for board members meetings. Coordinate and manage the office administration activities, participate on cross-functional team activities such as answering telephone, quotations of office stationery supplies, liaising with service providers, filing and managing manager's diary.

Education

Educational period **nuo 2003.01 iki 2003.12**

Degree Grade 12 / Matric

Educational institution Motswedi High School

Educational qualification Senior Certificate

Languages

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

Computer knowledge

SAP CRM

SAP ERP6

CKS System

MicroSoft Word

Conferences, seminars

Excel

2nd SADC SACCO Managers Forum

PowerPoint

3rd SADC Managers Forum

Access

Recommendations

Contact person	Ms Johanna Langa
Occupation	Supervisor
Company	National Association for Cooperative Financial Institutions of South Africa
Telephone number	0787724617
Email address	joh.langa@hotmail.com

Additional information

Your hobbies	Internet search Reading books Research Exercising Socialising
Driver license from	2016-05-00 (8 years)
Salary you wish	20000 R per month
How much do you earn now	13000 R per month