



Lebogang Mokoene

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for administrative related jobs. I am currently working for the Department of Employment and Labour as Management support clerk. I deal with HR, Finance, fleet, office services, supply chain. I previously worked as a labour inspector where I dealt with the BCEA, COIDA, EEA, OHS and UIF. I am very versatile and flexible, focused, willing to learn new things and always give my job a 100%.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Brits North West

Contacts and general information about me

Day of birth	1980-10-24 (44 years old)
Gender	Female
Residential location	Brits 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 2004.06 iki 2009.06
Company name	Department of Employment and labour
You were working at:	Administrators
Occupation	Client service officer
What you did at this job position?	I was assisting clients with UIF applications and labour complaints.
Working period	nuo 2009.07 iki 2019.04
Company name	Department of Employment and labour
You were working at:	Generals
Occupation	Labour Inspector
What you did at this job position?	I visited and inspected companies on matter relating to BCEA, COIDA EEA OHS and UIFers relating to BC

Working period **nuo 2019.05 iki 2022.02**
 Company name Department of Employment and labour
 Occupation Admistrator
 What you did at this job position? I manage fleet,HR,office service,finance and supply chain sections.

Education

Educational period **nuo 1999.01 iki 1999.12**
 Degree Grade 12 / Matric
 Educational institution Confidence college p
 Educational qualification Matric

Educational period **nuo 2000.02 iki 2001.12**
 Degree Diploma
 Educational institution Damelin
 Educational qualification Diploma Business management

Educational period **nuo 2012.02 iki 2016.11**
 Degree Diploma
 Educational institution Unisa
 Educational qualification National Diploma in safety management

Languages

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

Computer knowledge

Very knowledgeable, Microsoft office,word,excel.powerpoint .

Recommendations

Contact person Phillip Ranwashe
 Occupation Manager
 Company Department of Employment and labour
 Telephone number 060 993 8630
 Email address phillip.ranwashe@labour.gov.za

Additional information

Your hobbies I love reading,travelling, cooking and learning new things.
 Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg
 Driver license from 2005-08-00 (19 years)

Salary you wish 32000 R per month

How much do you earn now 20000 R per month