



# 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 (43 years old)
Gender	Female
Residential location	Brits North West
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 2004.06 iki 2009.06</b>
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	<b>nuo 2009.07 iki 2019.04</b>
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 (18 years)

Salary you wish 32000 R per month

How much do you earn now 20000 R per month