



# Monkoe Lebone

Curriculum Vitae (CV)

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

Am a public management undergraduate, with a proven record. I possess a set of unique human skills and communication skills that can be applied to any organisation in terms of team building strategies and prioritizing of time management. Am easy to adapt to new challenges and to work under tremendous pressure, in a nutshell am a very simple person who is driven by productiveness and meeting one's objectives.

Preferred occupation	<b>Administrators</b> Administrative jobs
	<b>Miners</b> Mining jobs
Preferred work location	<b>Rustenburg</b> North West

## Contacts and general information about me

Day of birth	1992-08-26 (32 years old)
Gender	Male
Residential location	<b>Bloemfontein</b> 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 2014.09 iki 2016.03</b>
Company name	Department of Higher Education and Training
You were working at:	Secretaries
Occupation	Inter Admin
What you did at this job position?	Executing daily office liasions and correspondence of outside institution

Working period **nuo 2017.10 iki 2022.08**  
 Company name Burning Spear Spur Bloemfontein  
 You were working at: Sales representative  
 Occupation Waiter  
 What you did at this job position? Delivery of food, drinks and cold beverages to the customers and taking care of our customers while enjoying the service provided during their visit at the restaurant

**Education**

Educational period **nuo 2013.01 iki 2016.02**  
 Degree Diploma  
 Educational institution Motheo TVET College  
 Educational qualification Management Assistant  
 I could work Admin officer and Secretary

Educational period **nuo 2016.01 iki 2021.04**  
 Degree Diploma  
 Educational institution Central University of Technology  
 Educational qualification Public Management  
 I could work Project Manager

**Languages**

Language	Speaking level	Understanding level	Writing level
Sesotho	fluent	fluent	fluent
English	fluent	fluent	fluent
Afrikaans	good	good	good
isiXhosa	very good	very good	good

**Computer knowledge**

Microsoft products and programmes knowledgeable and literacy.  
 Microsoft Power Point  
 Microsoft Word  
 Microsoft Excel and;  
 Microsoft outlook.

**Recommendations**

Contact person	Me Segwe
Occupation	Assistant Director
Company	Department of Higher Education and Training
Telephone number	082 215 5806
Email address	segweng@dhet.gov.za

#### **Additional information**

Your hobbies	Greating music, and playing musical instruments.
Driver licenses	None
Salary you wish	15000 R per month
How much do you earn now	2000 R per month