



# Sam Khaludi Mokoena

Curriculum Vitae (CV)

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

I am reliable code 08 driver with over 20 years experience, I can work on field as general worker ,as a supervisor, in computerized environment as clerk ,administration officer ,at Panelshop, I have ability to communicate at high level with management, and also with outside world like clients, suppliers and colleagues, I am reliable person who can go extramile for the company ,I can work under pressure and also independently with or without supervision, I have gain Lot of Security experience as Grade A Prisa registered with 14 years experience, I can supervisor Guard on site ,implement all Security aspects including writing a report ,and do preliminary investigations of particular incidents, I can handle pressure ,I confidentiality I'd priority as I am Paralegal in Profession. I have also gain experience in Warehouse as a picker ,packer and a Checker,

Preferred occupation                      General jobs

Preferred work location                      East Rand  
Gauteng

## Contacts and general information about me

Gender    Male

Residential location                              East Rand  
Gauteng

Telephone number                              *Information is available only for registered users.*  
[Sign in](#)

Email address                                      *Information is available only for registered users.*  
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## Work experience

Working period                                      **nuo 1995.01 iki 1999.05**

Company name                                      Maurice Transport

You were working at:                              Car drivers

Occupation    Driver

What you did at this job position?              Collection & Delivery of Parcels, assot with sorting and dispatch

Working period **nuo 2007.01 iki 2014.05**  
 Company name Blu Car Rental  
 You were working at: Filing clerk  
 Occupation Admin clerk  
 What you did at this job position? Customer services, claim documents handler, investigate damages,submit claims do stock check ,

Working period **nuo 2014.03 iki 2018.02**  
 Company name McCarthy Toyota Repair Centre  
 You were working at: Panelbeater  
 Occupation Admin clerk  
 What you did at this job position? All admin jobs,ordering consumables, amending Quotation, supervising staff of 15 ,collection of parts and do all clients instructions

Working period **nuo 2018.02 iki 2023.09**  
 Company name Apcan Risk Management  
 You were working at: Dispatchers  
 Occupation Check the stock  
 What you did at this job position? Ensuring that stock are dispatched according invoices

**Education**

Educational period **nuo 1998.01 iki 1998.10**  
 Degree Certificate  
 Educational institution Dateline  
 Educational qualification Frontline & Public Relations  
 I could work As Frontline,Shop floor

Educational period **nuo 2010.02 iki 2012.10**  
 Degree Diploma  
 Educational institution University of Johannesburg  
 Educational qualification Paralegal  
 I could work As Paralegal

**Languages**

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	good
Afrikaans	very good	good	good
isiZulu	fluent	good	good
Sepedi	fluent	fluent	fluent
isiXhosa	fluent	fluent	fluent

**Computer knowledge**

Microsoft Word

Outlook

PowerPoint

**Recommendations**

Contact person	Caiphus Sebake
Occupation	Manager
Company	Magnumshield
Telephone number	0747135757
Email address	sam3.lele@gmail.com

**Additional information**

Your hobbies	Watching soccer,Rugby
Driver licenses	EB Articulated Light Vehicle ≤ 3,500kg
Salary you wish	7000 R per month
How much do you earn now	6000 R per month