



Nthabiseng Emily Mofokeng

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Office Administration

As i will be a fresher, i have theoretical knowledge but i can do hard work for my organization, & i will put all my effort for the good progress of my organization, being panctual & sincere, i can complete all my given task on time, and try to fulfill all the needs of company from me.

| | |
|-------------------------|--------------------------|
| Preferred occupation | Mining jobs |
| Preferred work location | Kuruman Northern Cape |
| | Kathu Northern Cape |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1990-02-13 (34 years old) |
| Gender | Female |
| Residential location | Orkney 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 2013.04 iki 2022.04 |
| Company name | Ackermans |
| You were working at: | Managers |
| Occupation | Store Manager |
| What you did at this job position? | Managed all store and 7 employees, cash management, office administration, receiving & ordering stock, ohasa management, profit & loss management and contacting stocktakes. |

Education

Educational period **nuo 2017.10 iki 2018.10**
 Degree Certificate
 Educational institution IQ Academy
 Educational qualification Risk Management
 I could work Health and Safety assistant

Educational period **nuo 2012.01 iki 2012.06**
 Degree Certificate
 Educational institution YPTC
 Educational qualification Call Center
 I could work Call center agent

Educational period **nuo 2008.02 iki 2010.10**
 Degree Certificate
 Educational institution Stanford Business College
 Educational qualification English for Business & Business Admin
 I could work Office admin, office clerk or administration

Educational period **nuo 2007.01 iki 2007.11**
 Degree Grade 12 / Matric
 Educational institution Matlhaleng Secondary School
 Educational qualification Matric certificate
 I could work General work.

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English | fluent | fluent | fluent |
| Sesotho | fluent | fluent | fluent |
| Setswana | very good | very good | very good |
| isiXhosa | very good | very good | good |
| isiZulu | very good | very good | good |

Computer knowledge

Windows, Microsoft Office, Adobe, Software

Conferences, seminars

I have trained all of the mentioned programs between 2018 and 2020 all trainings were provided by my then company.(Ackermans)

Recommendations

Contact person Dikeledi Mulotsi
Occupation Senior Store Manager
Company Ackermans
Telephone number 0652141372 / 0186320191
Email address deemlutsi@gmail.com

Contact person Bontle Mmutlane
Occupation Manager
Company Fotchini
Telephone number 0782121925 / 0145376209
Email address bontlemmutlane@gmail.com

Contact person Meikie Tolman
Occupation Senior Store Manager/ Mentor
Company Ackermans
Telephone number 0783938489
Email address Meikietolman@gmail.com

Additional information

Your hobbies Outdoors
Music
Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from 2022-02-00 (2 years)
Salary you wish 12000 R per month