



# Lerato Selemeng Angelinah Mokoena

Curriculum Vitae (CV)

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

Any kind of job is suitable for me

### Computer Skills

Good communication skills

Good in team work

Patient person

Accommodate people easily

Fast Learner

Preferred occupation                      Government jobs  
Government jobs

Preferred work location                      Kroonstad  
Free State

## Contacts and general information about me

Day of birth                                      1994-05-03 (30 years old)

Gender    Female

Residential location                              Kroonstad  
Free State

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

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

## Work experience

Working period                                      **nuo 2022.07 iki 2024.06**

Company name                                      Tshwaranang Funeral Cover

You were working at:                              Administrators

Occupation    Clerk

What you did at this job position?              Filing,making claims,helping clients with payments,Data capturing

Working period **nuo 2021.10 iki 2021.12**  
 Company name Studio88  
 You were working at: Salesperson  
 Occupation Casual  
 What you did at this job position? Help customers while purchasing

### Education

Educational period **nuo 2017.02 iki 2020.11**  
 Degree Grade 12 / Matric  
 Educational institution Flavius Mareka Tvet Collage  
 Educational qualification Office Administration  
 I could work At the reception

Educational period **nuo 2022.02 iki 2022.11**  
 Degree Certificate  
 Educational institution Flavous Mareka Tvet Collage  
 Educational qualification Management Assistant  
 I could work As a personal assistant

### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Sesotho	fluent	fluent	fluent
Setswana	good	good	good
isiZulu	basic	good	basic

### Computer knowledge

Ms Word 2016  
 Ms Excell 2016  
 Ms Access 2016  
 Ms Outlook Express 2016  
 Internet and Email

### Recommendations

Contact person Miss Pauline Mpatane  
 Occupation Assistant Manager  
 Company Studio88  
 Telephone number 0100063357/0737784707

Contact person	Miss Jeanette Nteso
Occupation	Office Manager
Company	Tshwaranang Funeral Cover
Telephone number	0561100140/060 367 8893

#### **Additional information**

Your hobbies	Movies Music TV sports (soccer) Reading
Driver licenses	None
Salary you wish	5000 R per month
How much do you earn now	4200 R per month