



Matshediso Marriam Mofokeng

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I m a fast learner,who is eager to learn,love to work hard,I m panc tual,dedicated,love working with other people,team building is my thing,its easy for me to work underpressure.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Bethlehem Free State
	Sedibeng Gauteng

Contacts and general information about me

Day of birth	1989-06-25 (35 years old)
Gender	Female
Residential location	Phuthaditjhaba Free State
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 2014.01 iki 2014.06
Company name	Sephokong Intermediate School
You were working at:	Administrators
Occupation	Admin clerk(Volunteer)
What you did at this job position?	Admin Job ,working on the computer,fililng,faxing,copying,answering calls,typing,doing financial records
Working period	nuo 2014.11 iki 2015.12
Company name	Tshepo ya rona burial scheme and tombstones
You were working at:	Administrators
Occupation	Administration work
What you did at this job position?	collect payments ,help in stock take,helping clients in selecting preferable caskets,and tombsones

Education

Educational period	nuo 2004.01 iki 2006.12
Degree	Grade 12 / Matric
Educational institution	Khola-thuto Senior Secodary School
Educational period	nuo 2008.01 iki 2009.06
Degree	Certificate
Educational institution	Maluti FET College Bethlehem campus
Educational qualification	N6 National Certificate in Business Management
I could work	In any company

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
Sesotho	very good	very good	very good

Computer knowledge

I did computer practice N4-N6,were I did Microsoft office,word processing,spreadsheet, database and Computerised financial systems N4,were I did edits ,process and repots,I also used Sams programme at the school were I was volunteering.

Recommendations

Contact person	Mrs Motloung FR
Occupation	School principal were I was Volunteering
Company	Sephokong Intermediate School
Telephone number	0587132533
Contact person	Miss Mokoena NA
Occupation	Receptionist
Company	Tshepo ya rona burial scheme and Tombstone
Telephone number	0729206361

Additional information

Your hobbies	love reading,listening to gospel music,wtv ,socializing ,most of all going to church.
Driver licenses	None
Salary you wish	3000 R per month