



# 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> <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 2014.01 iki 2014.06</b>
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	<b>nuo 2014.11 iki 2015.12</b>
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	<b>nuo 2004.01 iki 2006.12</b>
Degree	Grade 12 / Matric
Educational institution	Khola-thuto Senior Secodary School
Educational period	<b>nuo 2008.01 iki 2009.06</b>
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