



Lebogang Mokwena

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am energetic and a great communicator .working as a dept collector for the past 8 years into different companies contributed a lot by building my confidence ,I've also got an achievement certificates ,of Collection Skills and Telephone Entiquete as an Awards.Team work counts on my side not just showing individual brilliance, if company give me chance to play this role , i amprepared to go extra mile with new skills and change with times and learn something new delightful work

Preferred occupation	Administrators Administrative jobs
	Receptionswitchboard Jobs abroad
Preferred work location	Rustenburg North West

Contacts and general information about me

Day of birth	1973-09-26 (51 years old)
Gender	Female
Residential location	Rustenburg 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 2000.09 iki 2008.12
Company name	Vericred Credit Bureau
You were working at:	Administrators
Occupation	Debt Collector
What you did at this job position?	Switchboard,collection,Computer operator

Company name Norman Bisset & Associates
 You were working at: Administrators
 Occupation Debt collector
 What you did at this job position? Collection, stocktaking, writing letters & Filling

Education

Educational period **nuo 2009.01 iki 2009.12**
 Degree Certificate
 Educational institution Advisor Progressive college
 Educational qualification Human Resource management

Languages

Language	Speaking level	Understanding level	Writing level
		very good	very good
Afrikaans	good	good	good
English	very good	very good	fluent

Computer knowledge

Microsoft Office

Conferences, seminars

Company Training, 27/02/08 & 18/04/08

Recommendations

Contact person MeV .w. Janse van Rensburg
 Occupation Manager
 Company Vericred Credit Bureau
 Telephone number 014 5926208

Additional information

Your hobbies Working in beautiful garden, watching soapies, training children for cultural dance
 Driver licenses None
 Salary you wish 8000 R per month
 How much do you earn now None R per month