



Lebogang Mokoena

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for Admin clerk/Junior creditors /Receptionist position.I have 10 years experience in the motor industry.I have good communication skills,I'm a hard worker and a very discipline person.I always take my job seriously.

| | |
|-------------------------|---------------------------------------|
| Preferred occupation | Administrators Administrative jobs |
| Preferred work location | Johannesburg Gauteng |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1976-10-18 (48 years old) |
| Gender | Female |
| Residential location | Johannesburg Gauteng |
| 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 2008.10 iki 2013.10 |
| Company name | Mercedes Benz |
| You were working at: | Dispatchers |
| Occupation | Processing of Invoices |
| What you did at this job position? | Disparching and releasing of parts |
| Working period | nuo 2013.10 iki 2015.04 |
| Company name | Chrysler Dodge jeep Constancia |
| You were working at: | Administrators |
| Occupation | Filling ClerkR/Receptionisit |
| What you did at this job position? | Filling of the invoices,scanning of deal files and emailing customers statements. |

Working period **iki 2016.11**
 Company name Fiat chrysler Sandton
 You were working at: Administrators
 Occupation Creditors clerk
 What you did at this job position? Paying of all the suppliers,Doing the Allocations?Emailing the Remmitances to the suppliers.Releaving of the receptionist.

Working period **nuo 2017.12 iki 2018.06**
 Company name Bias Consultants
 You were working at: Receptionists
 Occupation Assistant Admin cletk/Receptionist
 What you did at this job position? Receiving of Units from customers and capturing information on the system

Education

Educational period **nuo 2015 iki dabar**

Languages

| Language | Speaking level | Understanding level | Writing level |
|-----------|----------------|---------------------|---------------|
| English | very good | very good | very good |
| isiZulu | good | good | good |
| Sesotho | fluent | fluent | fluent |
| Afrikaans | good | good | basic |

Computer knowledge

I'm very Advanced, I know my way around the computer.

Conferences, seminars

N/A

Recommendations

Contact person Mathabo Setai
 Occupation Assistant Accountant
 Company Chrysler Dodge Jeep
 Telephone number 0728205221

Contact person Luvashnee Nagia
 Occupation Warehouse Supervisor
 Company Toyota imperial
 Telephone number 0842436496

Additional information

| | |
|--------------------------|--|
| Your hobbies | Listening to Gospel and Rnb music. Cooking Reading magazines and going to the movies |
| Driver licenses | None |
| Salary you wish | 10000 R per month |
| How much do you earn now | 8000 R per month |