



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 (47 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