



Japhtar Lyvid Mokoena

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am currently working as an admin clerk at government school(primary) and have developed different skills in this field, for that reason, I am confident that I can offer best service to any company which needs my skills as an admin clerk.

I am also confident that I can offer the best service to any company, more especially finance related posts because of my commerce qualification.

Preferred occupation

Admin Clerk
Administrative jobs

Banking
Finance jobs

Shop assistants
Retail, store jobs

Administrators
Administrative jobs

Preferred work location

Lebowakgomo
Limpopo

Marblehall
Limpopo

Polokwane / Pietersburg
Limpopo

Pretoria / Tshwane
Gauteng

Johannesburg
Gauteng

Groblersdal
Mpumalanga

Mokopane / Potgietersrus
Limpopo

East Rand
Gauteng

Contacts and general information about me

Day of birth	1985-05-15 (40 years old)
Gender	Male
Residential location	Marblehall Limpopo
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 2011.01 iki dabar
Company name	Mpelegeng Matlala Primary School
You were working at:	Administrators
Occupation	Admin Clerk
What you did at this job position?	I am currently working. I am operating photocopiers, typing, filing documents, issue cheques to service providers, admit learners and other office related tasks.

Education

Educational period	nuo 2004.01 iki 2008.12
Degree	Certificate
Educational institution	Tshwane University of Technology
Educational qualification	National Higher Certificate in Accountancy
I could work	as Admin clerk, teller,

Languages

Language	Speaking level	Understanding level	Writing level
Sepedi	fluent	fluent	fluent
Sesotho	good	good	good
isiZulu	basic	basic	basic

Computer knowledge

Microsoft Office, Pastel Accounting, Internet

Recommendations

Contact person	Babile R.J
Occupation	HOD (Educator)
Company	Mpelegeng Matlala Primary School
Telephone number	071 491 3218
Email address	johannahrjb@gmail.com

Additional information

Your hobbies	Photographer, singing, reading, listening to music
Driver licenses	None
Salary you wish	15 000 R per month
How much do you earn now	4000 R per month