



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 (39 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 |