



# Shoki Phokane

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I'm looking for a mining office job. with my theoretical knowledge I can work towards elevating the company from the level which it is now. I posses a national N6 certificate in Marketing and still in the process of applying for my Diploma as I've just finished my 18 months training with a company called Lesedi On Concepts. I'm a very hard working person always ready to learn and share my knowledge with others. I'm am a good team player, a good listener and communicate well with my superiors.

Preferred occupation	Data capturers Administrative jobs
Preferred work location	Delmas Mpumalanga

## Contacts and general information about me

Day of birth	1996-03-01 (28 years old)
Gender	Female
Residential location	Delmas Mpumalanga
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2018.09 iki 2020.02</b>
Company name	Lesedi On Concepts
You were working at:	Data capturers
Occupation	Sales
What you did at this job position?	Data capturing, Filling, Cold calling, Emails, Drafting quotations,Attending Briefing.....,

## Education

Educational period **nuo 2017.01 iki 2018.06**  
 Degree Certificate  
 Educational institution Ekurhuleni East TVET College  
 Educational qualification National certificate in Marketing N6  
 I could work As a Data capture, Receptionist, Office Assistant, Sales and Marketing jobs

Educational period **nuo 2015.01 iki 2016.12**  
 Degree Certificate  
 Educational institution Gert Sibande TVET College  
 Educational qualification National certificates in Marketing level 2 and 3  
 I could work As a Data capture, Receptionist, Office Assistant, Sales and Marketing jobs

### Languages

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

### Computer knowledge

I have Knowledge in:

- \* Microsoft Word
- \* Microsoft Power point
- \* Excel
- \* Access
- \* Internet

### Conferences, seminars

N/A

### Recommendations

Contact person Paseka Count Kodisang  
 Occupation Managing Director  
 Company Lesedi on Concepts  
 Telephone number 076 580 5335 / 081 7555 713  
 Email address lesediss@gmail.com

### Additional information

Your hobbies	I love sport more especially Netball and Athletics, also love going to church
Driver licenses	None
Salary you wish	R 22 000 R per month
How much do you earn now	N/A R per month