



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> Sign in |
| Email address | <i>Information is available only for registered users.</i> Sign in |

Work experience

| | |
|------------------------------------|---|
| Working period | nuo 2018.09 iki 2020.02 |
| 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 |