



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