



Joalane Mofokeng

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administration work.

Because I am very good at it and I've done it most of my life, I love a challenge that comes with it, how multi-tasked it is, it gives not only good preference of a person's character, but also to the company you represent, that's where hard work is, you get to stand out, by doing your best and giving your best for the betterment of the company. I not only love being an administrator, I believe it's who I am, I love working with people and also book keeping, my file work is amazing, I was born for this job.

Preferred occupation Administrators
Administrative jobs

Preferred work location Johannesburg
Gauteng

Contacts and general information about me

Day of birth	1991-06-20 (34 years old)
Gender	Female
Residential location	Parys Free State
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 2017.02 iki 2020.11
Company name	Joyous kids academic school
You were working at:	Teacher
Occupation	Assistant Deputy principal and administrator, assistant teacher
What you did at this job position?	Book keeping, file work, working with both people and money, teachers assistant.

Working period **nuo 2013.01 iki 2015.01**
 Company name Stonehenge Africa
 You were working at: Other jobs
 Occupation Conference coordinator
 What you did at this job position? organize conferences for different companies around South Africa and outside South Africa.

Working period **nuo 2011.11 iki 2012.07**
 Company name Candy's lodge
 You were working at: Receptionists
 Occupation Reception work, shop keeping, assistant chief, house keeper.
 What you did at this job position? Working with both people and money, cleaning rooms, selling and doing stork taking in the shop, helping the chief, mostly General worker.

Education

Educational period **nuo 2005.01 iki 2010.12**
 Degree Grade 12 / Matric
 Educational institution Barnard Molokoene Comprehensive school
 Educational qualification National Senior Certificate
 I could work Any qualified job for my skills

Educational period **nuo 2015.01 iki 2018.09**
 Degree Diploma
 Educational institution Playsa course
 Educational qualification Grade 1-3
 I could work Foundation Educator

Educational period **nuo 2017.01 iki 2019.05**
 Degree Diploma
 Educational institution Playas course
 Educational qualification Grade R
 I could work ECD Educator/after care

Educational period **nuo 2018.01 iki 2019.05**
 Degree Diploma
 Educational institution Playsa courses
 Educational qualification Birth -2years
 I could work ECD Educator/Day care Center

Educational period **nuo 2016.06 iki 2019.05**
 Degree Diploma
 Educational institution Playsa course
 Educational qualification 2-5 years
 I could work ECD Educator/Day care Center

Educational period **nuo 2017.03 iki 2019.03**
 Degree Certificate
 Educational institution Department of health
 Educational qualification Rehabilitation Department
 I could work Speech and language therapy diagnosis and treatment, Development milestones, Precursors to school readiness, Oral health in children, Nutrition in children, Choking and burning management in children

Educational period **nuo 2005.02 iki 2007.11**
 Degree Certificate
 Educational institution Love life
 Educational qualification Love life body wise program
 I could work Social work, social advancer

Languages

Language	Speaking level	Understanding level	Writing level
Sesotho	good	good	good
English	very good	very good	very good

Computer knowledge

I have experience and knowledge about computers, I know how to write letters, email, file work any other thing required. I can manage.

Conferences, seminars

Very good at sharing ideas and working better for the best of the company, am capable and have the ability to take such responsible to come up with good ideas that will benefit the company's future or well being.

Recommendations

Contact person Miss Edith
 Occupation Educator
 Company Joyous kids academy
 Telephone number 0814541981

Contact person	Mrs Anna
Occupation	Owner
Company	Candy's Lodge
Telephone number	0619872788
Contact person	Mr Phika
Occupation	Stonehenge Africa
Company	Assistant manager
Telephone number	0780003921

Additional information

Your hobbies	Reading Playing Computer games Motivational speaker Social media administrator pages Writer Cookie Listing to worshipping song Love to sing Cleaning
Driver licenses	None
Salary you wish	21000 to 35000 R per month
How much do you earn now	31000 R per month