



# Joalane Elizabeth Mofokeng

Curriculum Vitae (CV)

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

Administration/office work

I love the challenge

Developing a strong work ethic

Knowledgeable and up for a challenge

Flexible, good follow up skills

Good Leadership skills

Team worker

New ideas and ethics

Excellent work force and environment

Hard working.

Preferred occupation                      Administrators  
Administrative jobs

Preferred work location                      Sasolburg  
Free State

Vereeniging  
Gauteng

## Contacts and general information about me

Day of birth                                      1991-06-20 (32 years old)

Gender    Female

Residential location                              Parys  
Free State

Telephone number                              *Information is available only for registered users.*  
[Sign in](#)

Email address                                      *Information is available only for registered users.*  
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## Work experience

Working period **nuo 2019.02 iki 2020.03**  
 Company name Joyous kids academic school  
 You were working at: Principal  
 Occupation Assistant manager and administrator  
 What you did at this job position? Book keeping, file work, working with people, working with finance, teacher assistant.

Working period **nuo 2017.01 iki 2019.01**  
 Company name Stonehenge Africa  
 Occupation Conference coordinator  
 What you did at this job position? Organise conferences for different companies around the world

Working period **nuo 2011.11 iki 2014.07**  
 Company name Candy's Lodge  
 You were working at: Hotel managers  
 Occupation Reception work, shop keeping, house keeper,  
 What you did at this job position? Chief assistant, working with people and money, stork taking, General work.

Working period **nuo 2011.02 iki 2011.11**  
 Company name Electoral Commission of South Africa  
 You were working at: Part time jobs  
 Occupation Petitioner  
 What you did at this job position? Going from house to house for people to petition

Working period **nuo 2015.07 iki 2016.09**  
 Company name Parys Bakery  
 You were working at: Kitchen staff  
 Occupation Baker  
 What you did at this job position? Baking different kind of cakes

## Education

Educational period **nuo 2008.01 iki 2010.01**  
 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 2017.01 iki 2018.09**

Degree Certificate

Educational institution Playsa course

Educational qualification Grade 1- 3

I could work Foundation Educator

Educational period **nuo 2018.01 iki 2019.05**

Degree Certificate

Educational institution Playsa course

Educational qualification Grade R

I could work ECD Educator/Day care center

Educational period **nuo 2018.01 iki 2019.05**

Degree Certificate

Educational institution Playsa course

Educational qualification Birth - 2years

I could work ECD Educator / Day care center

Educational period **nuo 2018.06 iki 2019.03**

Degree Certificate

Educational institution Playsa course

Educational qualification 2 - 5 years course

I could work ECD Educator / Day care center

Educational period **nuo 2018.03 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 2020.01 iki 2020.11**

Degree Certificate

Educational institution Freedom house

Educational qualification The people of Phendula Park

I could work Social work, Social advancement and development

Educational period	<b>nuo 2019.06 iki 2020.11</b>
Degree	Certificate
Educational institution	FunDza courses
Educational qualification	Comprehensive collection - improve your reading
I could work	Educator

Educational period	<b>nuo 2020.06 iki 2021.05</b>
Degree	Certificate
Educational institution	FunDza courses
Educational qualification	Sex talk
I could work	Social work and advancer

Educational period	<b>nuo 2019.06 iki 2020.12</b>
Degree	Certificate
Educational institution	FunDza courses
Educational qualification	Life Lessons
I could work	Social work and advancer

Educational period	<b>nuo 2020.09 iki 2021.05</b>
Degree	Certificate
Educational institution	FunDza courses
Educational qualification	Poetry in motion
I could work	Read and writer

Educational period	<b>nuo 2020.07 iki 2021.04</b>
Degree	Certificate
Educational institution	FunDza courses
Educational qualification	Let's talk about gangs
I could work	Social work and advancer

Educational period	<b>nuo 2021.01 iki 2021.10</b>
Degree	Certificate
Educational institution	FunDza courses
Educational qualification	Course Competition: My life, my choice
I could work	Social work and advancer

Educational period	<b>nuo 2021.04 iki 2021.10</b>
Degree	Certificate
Educational institution	FunDza courses
Educational qualification	The look of love
I could work	Social work and advancer

Educational period	<b>nuo 2021.06 iki 2021.10</b>
Degree	Certificate
Educational institution	FunDza courses
Educational qualification	Own your Destiny
I could work	Social work and advancer

Educational period	<b>nuo 2021.06 iki 2021.12</b>
Degree	Certificate
Educational institution	FunDza courses
Educational qualification	Breaking the cycle
I could work	Social work and advancer

Educational period	<b>nuo 2020.06 iki 2021.04</b>
Degree	Certificate
Educational institution	FunDza courses
Educational qualification	Lead me
I could work	Social work and team building skills

Educational period	<b>nuo 2005.01 iki 2005.12</b>
Degree	Certificate
Educational institution	FAMSA(Family And Marriage Society Of The Northern Free State) e
Educational qualification	A SIX PART VIOLENCE AWARENESS PROGRAM
I could work	Preparing to Step Up from primary to Secondary School from childhood to early Adulthood

Educational period	<b>nuo 2020.07 iki 2021.04</b>
Degree	Certificate
Educational institution	FunDza courses
Educational qualification	Love Entanglements
I could work	Social work and advancer

Educational period	<b>nuo 2006.01 iki 2007.11</b>
Degree	Certificate
Educational institution	Love Life Program
Educational qualification	LOVELIFE BODY YS
I could work	Social Development for young adults

### Languages

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

### Computer knowledge

I have basic experience and knowledge.

Like :writing

:email

:file work

And other things which are required and are manageable to do.

### Conferences, seminars

Performance of duties or provision of space and equipment helpful to others.

Good ethics, good leadership skills, hard working, team worker,I provide excellent work force and environment, bring new ideas,love a challenge,knowledgeable and flexible with good follow up skills,open mindedness,Originality, Professional growth and Opportunities

### Recommendations

Contact person	Mrs Edith
Occupation	Manager
Company	Joyous kids academic schools
Telephone number	0814541981
Contact person	Mrs Ann
Occupation	Owner
Company	Candy's Lodge
Telephone number	0619872788

### Additional information

Your hobbies	Reading Motivational speaker Social media administration Social advancer Social community work
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