



Lebogang Mokoene

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for administrative related jobs. I am currently working for the Department of Employment and Labour as Management support clerk. I deal with HR, Finance, fleet, office services, supply chain. I previously worked as a labour inspector where I dealt with the BCEA, COIDA, EEA, OHSA and UIF. I am very versatile and flexible, focused, willing to learn new things and always give my job a 100%.

Preferred occupation
Administrators
Administrative jobs

Preferred work location
Brits
North West

Contacts and general information about me

Day of birth
1980-10-24 (45 years old)

Gender
Female

Residential location
Brits
North West

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

Email address
Information is available only for registered users.
[Sign in](#)

Work experience

Working period
nuo 2004.06 iki 2009.06

Company name
Department of Employment and labour

You were working at:
Administrators

Occupation
Client service officer

What you did at this job position?
I was assisting clients with UIF applications and labour complaints.

Working period
nuo 2009.07 iki 2019.04

Company name
Department of Employment and labour

You were working at:
Generals

Occupation
Labour Inspector

What you did at this job position?
I visited and inspected companies on matter relating to BCEA, COIDA EEA OHSA and UIFers relating to BC

Working period	nuo 2019.05 iki 2022.02
Company name	Department of Employment and labour
Occupation	Admistrator
What you did at this job position?	I manage fleet,HR,office service,finance and supply chain sections.

Education

Educational period	nuo 1999.01 iki 1999.12
Degree	Grade 12 / Matric
Educational institution	Confidence college p
Educational qualification	Matric
Educational period	nuo 2000.02 iki 2001.12
Degree	Diploma
Educational institution	Damelin
Educational qualification	Diploma Business management
Educational period	nuo 2012.02 iki 2016.11
Degree	Diploma
Educational institution	Unisa
Educational qualification	National Diploma in safety management

Languages

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

Computer knowledge

Very knowledgeable, Microsoft office,word,excel.powerpoint .

Recommendations

Contact person	Phillip Ranwashe
Occupation	Manager
Company	Department of Employment and labour
Telephone number	060 993 8630
Email address	phillip.ranwashe@labour.gov.za

Additional information

Your hobbies	I love reading,travelling, cooking and learning new things.
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2005-08-00 (20 years)

Salary you wish 32000 R per month

How much do you earn now 20000 R per month