



# Nthabiseng Emily Mofokeng

Curriculum Vitae (CV)

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

Office Administration

As i will be a fresher, i have theoretical knowledge but i can do hard work for my organization, & i will put all my effort for the good progress of my organization, being panctual & sincere, i can complete all my given task on time, and try to fulfill all the needs of company from me.

Preferred occupation	Mining jobs
Preferred work location	Kuruman Northern Cape
	Kathu Northern Cape

## Contacts and general information about me

Day of birth	1990-02-13 (35 years old)
Gender	Female
Residential location	Orkney North West
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2013.04 iki 2022.04</b>
Company name	Ackermans
You were working at:	Managers
Occupation	Store Manager
What you did at this job position?	Managed all store and 7 employees, cash management, office administration, receiving & ordering stock, ohasa management, profit & loss management and contacting stocktakes.

## Education

Educational period **nuo 2017.10 iki 2018.10**  
 Degree Certificate  
 Educational institution IQ Academy  
 Educational qualification Risk Management  
 I could work Health and Safety assistant

Educational period **nuo 2012.01 iki 2012.06**  
 Degree Certificate  
 Educational institution YPTC  
 Educational qualification Call Center  
 I could work Call center agent

Educational period **nuo 2008.02 iki 2010.10**  
 Degree Certificate  
 Educational institution Stanford Business College  
 Educational qualification English for Business & Business Admin  
 I could work Office admin, office clerk or administration

Educational period **nuo 2007.01 iki 2007.11**  
 Degree Grade 12 / Matric  
 Educational institution Matlhaleng Secondary School  
 Educational qualification Matric certificate  
 I could work General work.

### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Sesotho	fluent	fluent	fluent
Setswana	very good	very good	very good
isiXhosa	very good	very good	good
isiZulu	very good	very good	good

### Computer knowledge

Windows, Microsoft Office, Adobe, Software

### Conferences, seminars

I have trained all of the mentioned programs between 2018 and 2020 all trainings were provided by my then company.(Ackermans)

### Recommendations

Contact person	Dikeledi Mulotsi
Occupation	Senior Store Manager
Company	Ackermans
Telephone number	0652141372 / 0186320191
Email address	deemlutsi@gmail.com

Contact person	Bontle Mmutlane
Occupation	Manager
Company	Fotchini
Telephone number	0782121925 / 0145376209
Email address	bontlemmutlane@gmail.com

Contact person	Meikie Tolman
Occupation	Senior Store Manager/ Mentor
Company	Ackermans
Telephone number	0783938489
Email address	Meikietolman@gmail.com

#### Additional information

Your hobbies	Outdoors Music
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2022-02-00 (3 years)
Salary you wish	12000 R per month