



# Lerato Selemeng Angelinah Mokoena

Curriculum Vitae (CV)

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

Any kind of job is suitable for me

Computer Skills

Good communication skills

Good in team work

Patient person

Accommodate people easily

Fast Leaner

Preferred occupation  
Government jobs

Preferred work location  
Kroonstad  
Free State

## Contacts and general information about me

Day of birth  
1994-05-03 (31 years old)

Gender  
Female

Residential location  
Kroonstad  
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 2022.07 iki 2024.06**

Company name  
Tshwaranang Funeral Cover

You were working at:  
Administrators

Occupation  
Clerk

What you did at this job position?  
Filing,making claims,helping clients with payments,Data capturing

Working period	<b>nuo 2021.10 iki 2021.12</b>
Company name	Studio88
You were working at:	Salesperson
Occupation	Casual
What you did at this job position?	Help customers while purchasing

### Education

Educational period	<b>nuo 2017.02 iki 2020.11</b>
Degree	Grade 12 / Matric
Educational institution	Flavius Mareka Tvet Collage
Educational qualification	Office Administration
I could work	At the reception

Educational period	<b>nuo 2022.02 iki 2022.11</b>
Degree	Certificate
Educational institution	Flavous Mareka Tvet Collage
Educational qualification	Management Assistant
I could work	As a personal assistant

### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Sesotho	fluent	fluent	fluent
Setswana	good	good	good
isiZulu	basic	good	basic

### Computer knowledge

Ms Word 2016

Ms Excell 2016

Ms Access 2016

Ms Outlook Express 2016

Internet and Email

### Recommendations

Contact person	Miss Pauline Mpatane
Occupation	Assistant Manager
Company	Studio88
Telephone number	0100063357/0737784707

Contact person	Miss Jeanette Nteso
Occupation	Office Manager
Company	Tshwaranang Funeral Cover
Telephone number	0561100140/060 367 8893

#### Additional information

Your hobbies	Movies Music TV sports (soccer) Reading
Driver licenses	None
Salary you wish	5000 R per month
How much do you earn now	4200 R per month