Thabang Chokoe

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am applying for the above mentioned position in your organization, which is advertised in your website.

Having read and understood the requirements and duties outlined in the advertisement I believe that I am the right person to do the job and be able to deliver excellent service.

The above mentioned position will give me the opportunity to practice the skills that I have acquired through as an administration clerk and help the organization to deliver excellent service. It will also give the company the opportunity to interact with an individual who has the ability to deal with conflict, solve problems, deal with diversity and cope well under pressure.

It is the position where my interpersonal skills, experience in administration and in driving could be put in a very productive and successful usage. This is due to the fact that I enjoy learning new things every time. Perhaps the greatest asset I can offer is the ability to work with different personalities, which I developed through as a senior registry clerk and board secretariat storeroom controller.

Please attached find my curriculum vitae for your perusal. I would like to take this opportunity to thank you in advance for the time taken in reading my letter. I will be eagerly waiting for your response. If you need any information please contact me on 0715262164/ thabangchokoe62@gmail.com.

Yours Faithfully.

Thabang Chokoe.

Preferred occupation   Secretaries
Administrative jobs

Bricklayers
Construction jobs

Truck drivers
Driver jobs

Car drivers
Driver jobs

Other jobs
Other jobs

Preferred work location	Pretoria / Tshwane
	Gauteng
	East Rand
	Gauteng
	Sedibeng
	Gauteng

Contacts and general information about me

Day of birth	1985-12-07 (39 years old)
Gender	Male
Residential location	East Rand
	Gauteng
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 2016.07 iki 2016.12**
Company name	Financial Services Board
You were working at:	Finance managers
Occupation	Board Secretariat Storeroom Controller
What you did at this job position?	Conducting general audit of the storeroom

Working period	**nuo 2016.02 iki 2016.06**
Company name	Department of Science and Technology
You were working at:	Secretaries
Occupation	Senior Registry Clerk
What you did at this job position?	Render registry counter services, handle incoming and outgoing correspondence. Render an effective filing and record management services, operate office machines in relation to the registry function. Process documents for archiving, ensure closure of files at 3cm thickness and research.

Working period	**nuo 2010.08 iki 2015.03**
Company name	Department of Rural Development and Land Reform
You were working at:	Administrators
Occupation	Administration Clerk
What you did at this job position?	Administration support service,

Working period	**nuo 2009.07 iki 2010.03**
Company name	Department of Health North West
You were working at:	Secretaries
Occupation	Administration Clerk/Registry Clerk
What you did at this job position?	Opening, closing of files, franking of

Education

Educational period	**nuo 2001.01 iki 2006.12**
Degree	Grade 12 / Matric
Educational institution	Esibonelwesihle Secondary School
Educational qualification	Grade 12

Educational period	**nuo 2008.02 iki 2008.12**
Degree	Certificate
Educational institution	University of South Africa
Educational qualification	Archival Studies
I could work	Archives, Registry, Administration clerk,

Languages

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

Computer knowledge

word, access, powerpoint, outlook, internet, excel,

Additional information

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2016-02-00 (9 years)
Salary you wish	25600 R per month
How much do you earn now	15000 R per month