



# Matshediso Marriam Mofokeng

Curriculum Vitae (CV)

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

I m a fast learner,who is eager to learn,love to work hard,I m panc tual,dedicated,love working with other people,team building is my thing,its easy for me to work underpressure.

Preferred occupation                      Administrators  
Administrative jobs

Preferred work location                      Bethlehem  
Free State

Sedibeng  
Gauteng

## Contacts and general information about me

Day of birth                                      1989-06-25 (36 years old)

Gender    Female

Residential location                              Phuthaditjhaba  
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 2014.01 iki 2014.06**

Company name                                      Sephokong Intermediate School

You were working at:                              Administrators

Occupation    Admin clerk(Volunteer)

What you did at this job position?      Admin Job ,working on the  
computer,fililng,faxing,copying,answering calls,typing,doing  
financial records

Working period                                      **nuo 2014.11 iki 2015.12**

Company name                                      Tshepo ya rona burial scheme and tombstones

You were working at:                              Administrators

Occupation    Administration work

What you did at this job position?      collect payments ,help in stock take,helping clients in selecting  
preferable caskets,and tombsones

## Education

Educational period	<b>nuo 2004.01 iki 2006.12</b>
Degree	Grade 12 / Matric
Educational institution	Khola-thuto Senior Secodary School
Educational period	<b>nuo 2008.01 iki 2009.06</b>
Degree	Certificate
Educational institution	Maluti FET College Bethlehem campus
Educational qualification	N6 National Certificate in Business Management
I could work	In any company

## Languages

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

## Computer knowledge

I did computer practice N4-N6,were I did Microsoft office,word processing,spreadsheet, database and Computerised financial systems N4,were I did edits ,process and repots,I also used Sams programme at the school were I was volunteering.

## Recommendations

Contact person	Mrs Motloun FR
Occupation	School principal were I was Volunteering
Company	Sephokong Intermediate School
Telephone number	0587132533
Contact person	Miss Mokoena NA
Occupation	Receptionist
Company	Tshepo ya rona burial scheme and Tombstone
Telephone number	0729206361

## Additional information

Your hobbies	love reading,listening to gospel music,wtv ,socializing ,most of all going to church.
Driver licenses	None
Salary you wish	3000 R per month