



Lebogang Mokoena

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for Admin clerk/Junior creditors /Receptionist position.I have 10 years experience in the motor industry.I have good communication skills,I'm a hard worker and a very discipline person.I always take my job seriously.

Preferred occupation Administrators
Administrative jobs

Preferred work location Johannesburg
Gauteng

Contacts and general information about me

Day of birth 1976-10-18 (49 years old)

Gender Female

Residential location Johannesburg
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 2008.10 iki 2013.10**

Company name Mercedes Benz

You were working at: Dispatchers

Occupation Processing of Invoices

What you did at this job position? Dispatching and releasing of parts

Working period **nuo 2013.10 iki 2015.04**

Company name Chrysler Dodge jeep Constancia

You were working at: Administrators

Occupation Filling ClerkR/Receptionisit

What you did at this job position? Filling of the invoices,scanning of deal files and emailing customers statements.

Working period **iki 2016.11**
 Company name Fiat chrysler Sandton
 You were working at: Administrators
 Occupation Creditors clerk
 What you did at this job position? Paying of all the suppliers,Doing the Allocations?Emailing the Remmitances to the suppliers.Releaving of the receptionist.

Working period **nuo 2017.12 iki 2018.06**
 Company name Bias Consultants
 You were working at: Receptionists
 Occupation Assistant Admin cletk/Receptionist
 What you did at this job position? Receiving of Units from customers and capturing information on the system

Education

Educational period **nuo 2015 iki dabar**

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
isiZulu	good	good	good
Sesotho	fluent	fluent	fluent
Afrikaans	good	good	basic

Computer knowledge

I'm very Advanced, I know my way around the computer.

Conferences, seminars

N/A

Recommendations

Contact person Mathabo Setai
 Occupation Assistant Accountant
 Company Chrysler Dodge Jeep
 Telephone number 0728205221

Contact person Luvashnee Nagia
 Occupation Warehouse Supervisor
 Company Toyota imperial
 Telephone number 0842436496

Additional information

Your hobbies	Listening to Gospel and Rnb music. Cooking Reading magazines and going to the movies
Driver licenses	None
Salary you wish	10000 R per month
How much do you earn now	8000 R per month