

**CURRICULUM VITAE**  
**OF**  
**SEDIATSE MAMOKETE**  
**MASHEGOANA**

## PERSONAL DETAILS

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Surname : Mashegoana  
First Name : Sediatse Mamokete  
Identity Number : 840825 0917 082  
Date of Birth : 25/08/1984  
Gender : Female  
Marital Status : Single  
Nationality : South African  
Home Language : Sepedi  
Other Language : English, Zulu & Tswana  
Health : Good  
Physical Address : 6721Blue Daisy, Olievenhoutbosch  
Centurion  
0187  
Contact Number : 071 831 5675/ 079 391 5699  
Email : sediatsem@gmail.com

## SECONDARY EDUCATION

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School Attended : Sebase Secondary School  
Highest Grade Passed : Grade 12  
Year Obtained : 2004  
Subjects : Sepedi, English, Afrikaans, Economics, Accounting & Business Economics.

## TERTIARY QUALIFICATION

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Name of Institution : University of South Africa  
Course : Administrative Management  
Year completed : in progress

Name of Institution : University of South Africa  
Course : Diploma in Office Management and Technology  
Year Passed : Not completed

Name of Institution : University of South Africa  
Course : ICDL  
Course Content : Using computer and managing files, Word processing, Spreadsheets, Information and communication  
Year : 2007

## WORK EXPERIENCE

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Organization : MJO Consulting  
Period : 01 November 2018 to date  
Job Description : Cleaning supervisor  
Responsibilities :

- Stock taking Sweeping, mopping, or washing the floors, sinks, toilets, tubs, garage entryway, and counters.
- Vacuuming the offices and everything in it - including rugs, upholstery, carpets, and furniture.
- Dusting of surfaces such as the furniture and window ledges.

Organization : AGS Records Management  
Period : March 2018- July 2018  
Job Description : Data Capture  
Responsibilities :

- Filling, Data capturing, Indexing
- Retrievals, Scanning, Printing & Copies

Organization : Poynting direct  
Period : July 2017 – February 2018  
Job Description : Receptionist  
Responsibilities :

- Welcomes visitors by greeting them in person or on the telephone; answering or referring inquiries
- Directs visitors by maintaining employee and department directories
- Maintains security by following procedures giving instructions.
- Maintains security by following procedures;
- monitoring logbook;
- issuing visitors badges.

Organization : Thembane Cleaning Services  
Period : December 2014- June 2017  
Job Description : Office Assistant  
Responsibilities :

- Filling, Sending and receiving emails
- Data capturing, Maintaining paper and electronic records
- Arranging travel, Answer and screen phone calls
- Assist reception and tend to visitors

Organization : Mmela Investment Holdings  
Period : January 2012-December 2013  
Job Description : Data Capturer  
Responsibilities :

- Data capturing, Case registration, Case verification
- Case Audit, Quality check, Monthly reports

- General Admin, Issues and receipts

Organization : Tele-Tell Call Centre  
Period : January 2011-September 2011  
Job Description : Call Centre Agent  
Responsibilities :

- Attending to clients queries and giving necessary assistance
- Ensuring customers satisfaction
- Maintaining and improving quality results by adhering to standards. and guidelines & recommending improved procedures & Updating job knowledge by studying new product descriptions
- Analysing and interpreting data on the available systems to resolve customer queries and enable billing and collections
- Updating customer and/or company information on all relevant systems
- Correcting customer records based on data gathered.

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### REFERENCES

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Name : Ms. Mokhari Wendy  
Organisation : MJO Consulting  
Position : Supervisor  
Contact Numbers : 079 171 9722 / 012 407 4508

Name : Wilma Godard  
Organisation : AGS recordsa  
Position : Assistant manager  
Contacts : 010 442 3047

Name : Funeka Sihlali  
Organisation : Poynting Direct  
Position : Buyer  
Contacts : 012 657 0050