**CURRICULUM VITAE 13292 Rorwana Street**

**LETSHEGO SEPHIRI**  **Kwa-Thema**

**Springs**

**1575**

**PERSONAL INFORMATION**



**Full Names**  ▪ Letshego Sephiri

**Contact Number/s**  ▪ +27 81 396 3692 [Mobile]

**E-mail Addresses**  ▪ **Letshegosephiri@gmail.com**

**ID Number**  ▪ 9510040213083

**Nationality**  ▪ South African

**CAREER OBJECTIVE**



As a versatile person I’m able to immerse myself and excel in any work environment in order to become a paramount investment in my chosen profession, contributing visibly, upholding integrity, providing couture services and working alongside teams of professionals in any organization I find myself in.

**CAREER PROGRESSION**



**Seminary Teacher The Church Of Jesus Christ Of Latter-Day Saints**

**Key Activities / Job Spec: (01/02/2022 - 31/01/2023)**

* Preparing lessons
* Outline learning outcomes
* Take register
* Prepare and give progress report
* prepare tests and exams
* facilitate graduations
* Attend training
* Create a pacing guide
* Adapt and adopt curriculum
* Capturing data using Wise2 system

**Office Clerk Mokhumo Group**  **(01/12/2019 – 30/06/2022)**

**Key Activities / Job Spec:**

* Answering incoming calls and taking messages
* Booking meetings
* Managing the clerk office
* Scheduling meetings, interviews and appointments
* Prepare agendas
* Follow up on assignments given in meetings
* Taking minutes in meetings
* Keeping record of all parcels delivered and received
* Paying invoices
* Filing all receipts
* Keeping track of petty cash
* Balancing books using basic bookkeeping
* Drawing up a budget
* Handling expenditures
* Capturing deposits and expenses using a spreadsheet
* Make travel arrangements and book accommodation
* Purchasing stationary

**YRL(YOUNG RELIGIOUS LEADERS) member FBO (FAITH BASED ORGANIZATION)**

**( 01/06/2019 - 30/11/2019)**

**Key Activities/Job Spec:**

* Attend meetings
* Assist Compiling media statements
* Assist in Preparing for radio interviews
* Participating in interfaith sector Parliamentary meetings
* Mediating between churches and the government
* Attending meetings with different stakeholders
* Hosting Gender Based violence, Youth, Social Development, churches association events
* Organize and host Church Association training
* Addressing Social Ills in our capacity
* Participate in early childhood development events
* Aid community members get social work assistance
* Adhering to schedule as set by the organization.
* Accommodating all religions under one umbrella

## Young Single Adult(YSA) Representative The Church Of Jesus Christ Of Latter-Day Saints

**Key Activities / Job Spec: (01/02/2014 - 31/01/2015)**

* Organize and host varied activities and events
* Facilitate community service initiatives
* Work within a Budget
* Prepare and give report
* submit and file receipts
* Attend meetings
* Attend training
* Aid in members welfare and self-reliance awareness
* Facilitate and participate in family history search
* Strengthening new and returning members
* Humanitarian needs locally or elsewhere

## 

## 

**PROFESSIONAL SKLLS/COMPETENCIES**



* Computer literate
* Budget management
* Problem solving
* Basic Bookkeeping
* Time management
* Training skills
* Setting and achieving goals
* Short and long term planning
* Verbal communication skills
* Hard working
* Team player
* Integrity
* Ability to work under pressure
* Target driven
* Good in conducting written and verbal presentations
* Self-driven
* Easily adopt and adapt
* Focussed

**EDUCATIONAL BACKGROUND/ACHIEVEMENTS**



In Progress INSTITUTION : Power Learn Project Academy

QUALIFICATION : Software Development

In Progress INSTITUTION : COMPTIA

QUALIFICATION : N+

2024 INSTITUTION : COMPTIA

QUALIFICATION : A+

Current INSTITUTION  **:** The University of The Free State

DEGREE : BSc Physiology and Genetics

2022 INSTITUTION **:** Real Time Business Development Services

TRAINING  **:** Basic Accounting and Bookkeeping

2013 SCHOOL ATTENDED : Navalsig High School

HIGHEST STANDARD PASSED : Matric

SUBJECTS PASSED : Afrikaans

English

Mathematics

Accounting

Physical Science

Life Sciences

Life Orientation

**REFERENCES:**



|  |  |  |
| --- | --- | --- |
| Name of Company |  | : The Church of Jesus Christ of Latter Day Saints |
| Contact Person |  | : Tirhani Ngomane |
| Position Held |  | : Seminary and Institute Coordinator |
| Contact Numbers |  | : 083 414 6570 |
| Name of Company |  | : Mokhumo Group |
| Contact Person |  | : Thato Ndala |
| Position Held |  | : Manager |

Contact Numbers : 067 125 0234

Name of Person : FBO/ The Church of Jesus Christ of Latter Day Saints

Contact Person : Collen Radebe

Position Held : BISHOP

Contact Numbers : 083 967 1494