**Reference**

# **NAME:** Ms. ELSIE MOKONE

# **POSITION:** EDUCATOR AT OMAR EBRAHIM PRIMARY SCHOOL

**CONTACT** 0730615956

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# Contact Details

**POSTAL ADDRESS** 7036 TUMERIC STREET LOTUS GARDEN 0008

**PHYSICAL ADDRESS** 7036 TUMERIC STREET LOTUS GARDEN 0008

**MOBILE NUMBER** 081 763 4715 OR 0725970448

**E-MAIL ADDRESS** [RECKSDONEDIDIT@GMAIL.COM](mailto:RECKSDONEDIDIT@GMAIL.COM)

**Education**

**1. INSTITUTION**  REVOLUTION MEDIA

YEAR OBTAINED 2018

QUALIFICATION NATIONAL CERTIFICATE NQF LEVEL 4

**2. INSTITUTION**  REVOLUTION MEDIA

YEAR OBTAINED 2018

QUALIFICATION CERTIFICATE OF ACHIEVEMENT N4

**Working Experience**

1**. INSTITUTION:** OMAR EBRAHIM PRIMARY SCHOOL

**POSITION HELD**: ADMIN CLERK

**YEAR:**  FEBRUARY 2023 – DECEMBER 2023

**Computer literacy**

KNOWLEDGE OF MICROSOFT APPLICATIONS

- WORD (TYPING) - POWER POINT (PRESENTATION) - OUTLOOK (EMAIL) – EXCELL (DATA CAPTURING)

**Clerical Experience**

- PERFORM ADMIN DUTIES - DATA CAPTURING

- CHECKING OF AVAILABLE AND SHORTAGE OF STATIONARY

- TYPING OF QUESTION PAPERS AND NEWSLETTERS

- ANSWERING PHONE CALLS AND ASSIST WITH RELEVENT INFORMATION.

- SCANNING AND FILING OF DOCUMENTS

# PERSONAL DETAILS

NAME: VAUGHAN OFENTSE

SURNAME: BALOYI

NATIONALITY: SOUTH AFRICAN

DATE OF BIRTH: APRIL 1995

ID NUMBER: 9504235165083

GENDER: MALE

DRIVER’S LICENSE: CODE B

HOME LANGUAGE: NORTH SOTHO

CONTACT DETAILS: 0817634715 OR 0725970448

OFENTSE BALOYI