**Mr. Simon Chuene Mofokeng**

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**CAREER INTERESTS:** Broadcast Journalism and having a good understanding of effective communication and related skills in the fields of advertising, business, education, electronic media, government, journalism, public relations and social services

**RECENT ACCOMPLISHMENTS:** Bachelor of Arts. My majors were: Communications, Media, Translations and Linguistics studies.

**KEY COMPETENCIES**

* Journalistic grammars and style
* Gather information, analyze it, and organize it into a news story
* Microsoft Office: Micro Soft Word, Excel, Power Point and GroupWise
* Languages: English, Sepedi and IsiZulu

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**EDUCATIONAL QUALIFICATIONS**

**DEGREE COMPLETED**: Bachelor of Arts

**INSTITUTION**: University of Limpopo

**YEAR COMPLETED**: 2010

Major 1: Communication studies

Major 2: Media studies

Major 3: Translations and Linguistics studies

**SUPPORTING SUBJECTS:**

Introduction to media and society

Printing media

Introduction to media ethics

Radio broadcast

Media law and theories

Language and the introduction to community media

Broadcasting

**CERTIFICATE COMPLETED:** Computer Literacy

**Modules:** Micro Soft Word, Excel, Power Point and Novell Group Wise 2007

**INSTITUTION :** Information &Communication Technology Academic Computing

**YEAR ATTENDED:** 2010

**HIGH SCHOOL**: Maserole Secondary School

**YEAR COMPLETED**: 2005

**HIGHEST GRADE PASSED** : Grade 12

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**RECENT EMPLOYMENT**

**INSTITUTION**: South African Agency for Science and Technology

**POSITION** : Intern Data journalist

**DURATION :** 14 March 2022 to 14 January 2023

DUTIES

* Research, draft science, technology and innovation stories for the Tshwane University of Technology community radio station.

**WORKING EXPERIENCE**

**INSTITUTION**: Usave / Shoprite

**DURATION:** 15 October 2020 12 March 2022

**POSITION:** Money market clerk

**DUTIES:**

**>** Cashier

> Pack stock on to the shelves and fridges.

> Count received stock.

>Daily stock count

> Lottery capturing and pay outs.

> Money market deposits and withdrawals

> Offloading of stock from the delivery trucks into the storeroom then to the sales floor.

**INSTITUTION:** Triple Advanced Investments

**DURATION:** 01 October 2018 to 31 December 2018

**POSITION HELD:** Call center debt collections agent

**DUTIES:**

> Make calls to debtors to collect on outstanding balances.

> Update new client information on the system.

> Upload "PTP" on the system after having made an agreement with the debtor.

> Build and maintain existing client’s business relationships

> During new call campaign build and create new business relationships

> Send debit order mandate as and required by the debtor and make follow up.

> Ensure all customer enquiries are dealt with accordingly and send them monthly statements

**BOOKS WORKED ON:** Finance 27, Capitec Bank, Letsatsi cash loans, Advetech Group (rosebank college, varsity college) Maxlaw, Body lab and retail stores ( truworths,Mr. Price, Joshua doors, Price and Pride )

**System used: Excalibur**

**REASON FOR LEAVING:** temporary

**INSTITUTION**  : National Department of Human Settlements

**DURATION** : 01 September 2016 to 31 August 2017

**POSITION** : Intern (Communication Services)

**DUTIES:**

* Promote and attend departmental events during and after business hours; provide photographic services at events.
* Disseminate information to internal staff through emails.
* Organize special events ( Govan Mbeki awards- yearly departmental event to celebrate the late Stalwart Govan Mbeki and those provinces and municipalities that have achieved the set goal;
* Arranging branding material for internal and external events.
* Initiate, follow up and confirm the arrival of journalists during special events.
* Write articles for internal publication
* Distribute publications and promotional material of the department
* Handle face to face communication during exhibitions and outreach programmes.

**PREVIOUS WORKING EXPERIENCES**

**INSTITUTION: Le** Morgan Direct Marketing

**DURATION:** 01 May 2015 15 July 2015

**POSITION HELD**: Sales representative

**DUTIES**:

* Arrange branding when we selling in the malls;
* Stop, explain to customers the product we selling;
* Meet set targets

**REASON FOR LEAVING** : Contract ended

**INSTITUTION:** Debt Lex Holdings

**DURATION**: 01 October 2015 29 July 2016

**POSITION:** Call center agent / collection agent

**DUTIES:**

* Make hundred calls to debtors to arrange payment methods;
* Meet set targets weekly, monthly and yearly.
* Compile weekly, monthly and yearly reports.

**Books worked on:**  African Bank, Wes bank, ABSA and Retail stores.

**SYSTEM USED: Excalibur**

**REASON FOR LEAVING** : The Company was liquidated.

**REFERENCES**

1. Mrs. Lebogang Mohlahlo

Principal Communications Officer: Internal Communications

National department of Human Settlements

012 444 9152

071 680 5735

[Lebogang.Mohlahlo@dhs.gov.za](mailto:Lebogang.Mohlahlo@dhs.gov.za)

1. Mr. Neldo. Ross

Former Team Leader

Debt Lex Holdings

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1. Miss. Dineo. Mamabolo

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