

LETAGO SEKHUKHUNE

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SUMMARY

I am a dedicated professional committed to helping organizations achieve their goals through hard work and unwavering dedication. My extensive experience with Ditshego House of Laughter has honed my ability to manage pressure effectively, making me an asset to any team seeking resilience and proficiency in challenging environments.

EXPERIENCE

- 2023**
Centurion, South Africa
Senior Office Administrator
Ditshego House of Laughter
 - Governance and Compliance: Ensure all governance files are up to date. Responsible for Board meeting invitations, agendas, and AGMs.
 - Financial Administration: Handle petty cash, payment requisitions, financial reporting, and monthly cash flow.
 - Record-Keeping: Manage attendance registers.
 - Administrator - Pre-School Teacher and Learner Oversight: Conduct teacher assessments and manage student registration, fees, and portfolios.
 - Portfolio Management: Ensure each child has a portfolio with necessary documents, including application, registration, consent forms, medical history, family background, progress, incidents, assessments, and legal documents.
- 2022**
Centurion, South Africa
IT Specialist
Ditshego House of Laughter
 - In 2022 my job title changed again to do all the IT (IT specialist) work of the organization. As I IT specialist my job is to assist in the technical problems that the computers are facing, I assist in organizing for repair and setup the emails, connect the computers to the printer and telephone connections.
- 2020**
Centurion, South Africa
Programme Facilitator
Ditshego house of laughter
 - YOLO (You Only Live Once) it is a school-based program that aim to Reduce the high rate of HIV infect to the youth and the prevention of unwanted and teenage pregnancy to the youth.
 - CHOMMY it is a school-based program that aim to Reduce the high rate of HIV infect and to educate the children of South Africa with about the risk behavior they will face when they get to adolescent stage.
 - FMP (Families Matter Program) it is the program that aim to educate the parent about the way they should be the good observer towards they children and to prevent they children from getting infected with HIV and any sexual transmission infections.
 - MCC (Men Championing Change) it is a man program that help men to speak out the problems they face, this program aims to reduce the high rate of gender-based violence.
 - KE MOJA it is a program that aim to educate the children and adult about the risk of substance use.
 - In 2019 my job title changed to Program Facilitator, I facilitated LULU Line-up Live-up program, LULU it is a youth against crime program that aim to educate the youth about the risk and the consequences that crime can get one into and to make sure that youth do not get themselves into crime environment just to live in a crime free country.
- 2018 - 2019**
Centurion, South Africa
Care Giver
Ditshego House of Laughter
 - Assisted community families with adherence support, nutritional aid, and aftercare for learners.

EDUCATION

- 2024 - 2024**
Pretoria, South Africa
NQF level 1
Entrust Foundation
 - Minichess Teacher
- 2024 - Present**
Online
NQF Level 4
NACOSA
 - Financial Management
- 2022 - 2024**
Pretoria, South Africa
NQF Level 4
Candiz training academy
 - Child and youth worker

EDUCATION

2021 - Present

Pretoria, South Africa

- Higher Certificate

Unisa

- Law

2019 - 2019

Centurion

- Master Trainer

NICDAM

- Lineup-Liveup Program

2017 - 2017

Olievenhoutbosch

- Matric

Steve Tshwete Secondary School

- Grade 12

LANGUAGES

English
Proficient



Sepedi
Proficient



SKILLS

Microsoft 365

Leadership

Facility Management Professional (FMP)

Document Creation

Able to work under pressure

Computer Literate

Excellent Communication skills

Your Skill

REFERENCE

Project Name

 Date period  Location

Short summary of your work

- What was a successful outcome of your work? (e.g. Raised \$3,000 for the charity)