

CURRICULUM VITAE TEBELLO MOKOKOLISA



**TEBELLO ADOLPHINE
MOKOKOLISA**

ADDRESS

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DATE OF BIRTH

January 21, 1984

IDENTITY NUMBER

840121 0656 080

NATIONALITY

South African

LANGUAGES

Sesotho: Native Language
Zulu: Fair
English: Good

IT SKILLS

Power point
Excel

EDUCATION

- 2010-2013 [Maluti TVET College](#)
National Higher Certificate in Financial Management (N6)
- 2002 [New Horizon College](#)
Senior Certificate (Grade 12)
- English HG, Sesotho HG, Afrikaans HG, Biology SG, Physical Science SG & Mathematics SG
- [Currently Studying with Regent Business School](#)
Bachelor of Commerce Second Year 2018

PROFESSIONAL EXPERIENCE

- Feb 2015- [Maluti a Phofung Local Municipality](#)
PA to Chief Finance Officer
- Consolidate all departmental reports e.g. Monthly, Quarterly, Mid-year and Annually
 - Comply with the MFMA for submitting reports (Monthly, Quarterly, Mid-year and Annual reports)
 - Diaries appointments for Chief Financial Officer
 - File all the correspondences for the office of the CFO
 - Take minutes
 - Control the register book and all the correspondences in the office of the CFO
- 2010-2015 [Maluti a Phofung Water](#)
Executive Assistant to CFO
Maluti a Phofung Water is the entity of Maluti a Phofung Local Municipality
- Assist the PA to CEO as and when needed
 - Consolidate Finance reports (i.e. Expenditure report, Section 66, Section 87 and compliance report)
 - Comply with the MFMA for submitting reports (Monthly, Quarterly, Mid-year and Annual reports)
 - Diaries appointments for Chief Finance Officer
 - File all the correspondences for the office of the CFO and CEO
 - Assist Auditors with all the required documents from the office of the CEO and CFO
 - Liaise with the parent municipality regarding required documents
 - Assist Suppliers as and when required with their complains
 - Arrange Board of directors pack for the meetings
 - Take minutes for Finance department
 - Compile correspondences on behalf of the CFO
 - Assist the Accountant as and when needed
 - Assist Supply Chain with Stock taking and capturing of Purchase

Word
Sebata
E-venus

2012-2015

Maluti a Phofung Water

Acting Personal Assistant to Chief Executive Officer

2008-2010

Maluti a Phofung Water

Cashier

2007 April -2007

Maluti a Phofung Water

Dec

Cleaner

2005-2007

South African Police Services-Phuthaditjhaba Police Station

Police Reservist

OTHER SKILLS

Peer Educator HIV/AIDS

REFERENCES

Chief Executive Officer

Maluti a Phofung Water

Mr. Moratwe Mofokeng

083 519 4263

058 718 1103

Chief Operations Officer

Maluti a Phofung Water

Ms Mpho Mabena

083 630 2332

058 718 1100

Supply Chain Manager

Maluti a Phofung Local Municipality

Mr. Nkgaudise N Molefe

082 465 9998

058 718 3709