Thato Mofokeng

Personal Details

- Phone : 0732771171
- Email : thatomofokeng1025@gmail.com
- Address : 212 Moteong Section Tembisa, Ilanda Street. 1632

- Date of Birth : 25/10/1992
- Marital Status : Single
- Nationality : South Sotho
- Passport : South Africa
- Gender : Male
- Driving Licence : C1 (Code 10)

Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

Experience

- **Personal Assistant** January 2012 - January 2016
  Majegu Consulting
  • Acting as first point of contact, dealing with correspondence and phone calls.

  • Managing diaries and organising meetings and appointments.

  • Booking and arranging travel, transport and accommodation.

  • Organising events and conferences.

  • Reminding the director of important tasks and deadlines.
- **Direct sales (Call centre agent)** February 2016 - August 2020
  Vodacom
  • Inbound and outbound calls.

  •Achieve sales and call targets.

  •Generating leads

  •Analyze Market trends.

  •Understanding customer needs and requirements.
- **Inventory clerk** October 2020 - January 2022
  GP Retail Operations (Takealot JHB DC)
  • Maintaining and updating records.

  • Counting materials and supplies in stock.

  • Reporting discrepancies between physical counts and computer records.

  • Distributing merchandise.

  • Receive and inventory stock.
- **Sales Assistant** March 2022 - February 2024
  Rectron
  • Achieve target spend across customer breadth given.

  • Assisting all customers with queries, quotes and orders.

  • Managing dealer base to ensure customers are up to date with specials and promotions.

• Informing the database of new content uploaded on the reseller portal where relevant.

• Attend product related and sales events when requested.

• **Driver** July 2024 – Present
Clicka Deliveries, Johannesburg
• Safety operated company and private vehicles for local and long-distance journeys in Tembisa and surrounding Areas.
• Maintained punctuality by adhering to c=schedule pick-up and drop-off times, ensuring client satisfaction.
• Conducted regular vehicles inspections and basic maintenance checks to ensure roadworthiness.
• Assisted with loading and unloading goods, ensuring items were secured and undamaged during transits.
• Navigated and planned efficient routes using GD and local knowledge to minimize travel time and fuel consumption.

Education

Course / Degree	School / University	Grade / Score	Year
Matric	Tembisa Secondary School	12	2010

Skills

- Sales
- Team building
- Problem solving
- Decision making
- Creating positive work environment

Achievements & Awards

- Won Redsquare Djknockout as the first youngest Dj in 2009

Interests

- •Dj'ng and event organising
- •Traveling
- •Reading

Languages

- •English •Sotho •Pedi •Zulu

Reference

- Cecil Malange - Majegu Consulting
  Director
  Tcmalange@majegu.co.za
  0798998466
- Martin Jiyana - Vodacom
  Manager
  martin.jiyana@vodadealers.co.za
  0794975383
- Tshepo Letsoalo - Takealot JHB DC
  Manager
  tshepoletsoalo@takealot.com
  0695317694
- Shaun Schalkwyk - Rectron
  Manager
  Shaun.s@rectron.co.za
  0678479620

- **Thato Modise – Clicka Deliveries**
  Fleet Controller
  tnpmodise@gmail.com
  0739653366