POST APPLIED FOR

Post: Administration Clerk
Department: Department of Health
Reference number: DOH/ADM/2026/014
Centre/Location: Ehlanzeni District Office

PERSONAL DETAILS

Surname: Mokoena
Full names: Lerato Neo
ID number: 990101 1234 089
Nationality: South African
Cell: 071 234 5678
Email: lerato.mokoena@email.com
Physical address: 14 Madiba Street, Sonheuwel, Mbombela, 1201

QUALIFICATIONS

Highest qualification: National Senior Certificate
Institution: Nelspruit High School
Year completed: 2017
Additional training: MS Office Basics (short course), 2023

WORK EXPERIENCE

1. Data Capturer (Contract) – Community Clinic Partner NGO
Apr 2024 – Mar 2026

Duties: Captured patient visit data; scanned and filed documents; updated spreadsheets; assisted reception during peak times.
Reason for leaving: Contract ended.

2. Shop Assistant (Part-time) – Local Retail Store
Nov 2021 – Mar 2024

Duties: Assisted customers; handled cash-ups; packed shelves; maintained clean front-of-store area.
Reason for leaving: Moved to full-time contract role.

CURRENT EMPLOYMENT

Notice period: Not currently employed.

REFERENCES

Reference 1: Thandi Nkosi
Clinic Administrator
082 345 6789
thandi.nkosi@email.com

Reference 2: Sipho Dlamini

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Store Manager
083 456 7890
sipho.dlamini@email.com

DECLARATION

I declare that all information provided is true and correct.

Signature: L. Mokoena
Date: 11/08/2026

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