

Nawe Mbokane

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WORK EXPERIENCE

WATCHTOWER BIBLE AND TRACK SOCIETY, Johannesburg, Gauteng

Secretary, Feb 2008 – Present

- Typing using Dictaphone and generating letters from instructions to places all over South Africa
- Worked in Shipping and Exporting
- Data capturing and management

EDUCATION

Elizabeth Matsemela Secondary School, Pretoria, Gauteng

High School Diploma, Dec 2005

- After high school I studied carpentry but latter worked as a data capturer and secretary

ADDITIONAL SKILLS

- Carpentry
- Good in languages(was top student in Tshwane in Zulu when finished school)
- Fast typist on with a Dictaphone, average speed is 60wpm but I can do more if am determined