

# TOBIAS S MABOKELA

A passionate **Translator** who loves reading and grammar. An active, hardworking **Stores Assistant**

## PERSONAL

### Name

Tobias S Mabokela

### Address

12 Molambo Crescent

Ibazelo Section

Tembisa

1632

### Contact number

0734543033

### Email

[boitumelomabokela@gmail.com](mailto:boitumelomabokela@gmail.com)

### Date of birth

10-09-1982

### Gender

Male

### Nationality

South African

### Marital Status

Married

### INTERESTS

Keeping active, trying new things

## WORK EXPERIENCE

- Nov 2020 to date **Translator/ Voice Over Artist**

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I offer freelance services such as Translation, Editing, Proof Reading, Public Reading and Voice Over in English, Setswana, Sepedi and Sesotho

- Oct 2014 to date **Stores Assistant**

Department of Health: Tembisa Hospital

As a Stores Assistant, I assist the Clerk with updating of stock on relevant documents, updating of voucher files, issuing and receiving of stock using relevant forms, issuing of physical stock and preparing stock taking. I am also responsible of receiving and dispatching of stock, keeping the warehouse neat and clean, packing stock in families and with the first-in-first-out principle.

## EDUCATION AND QUALIFICATIONS

- 2009

**National Certificate: Information Technology: End User Computing – NQF Level 3**

Xtensive ICT Academy

- 2000

### Grade 12

Mphe Bana High School

Languages Passed:

English - C

Setswana - C

## REFERENCES

**Simon Hadebe**

011 923 2214

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**SKILLS**

- Public Reading
- Pressure Handling
- Microsoft Office
- Team Work