



LERATO MERCY MMOLA

Unit 11 Troupant Court
Lephalale
0555

Contact details:(066) 2158 927

E mail: leratomay15@gmail.com

PROFILE

As a highly motivated person, my background and the activities I partake in, give me hands-on experience in all facets of my career, which makes me a flexible candidate who is easy to work with and channel. I am people oriented, neat and presentable, a good listener, creative and I am not afraid to take initiative. In addition, I am easy going, have a good memory, and I am able to function well as an individual and also as a team player.

PERSONAL DETAILS

Surname : Mmola
Full names : Lerato Mercy
Date of birth : 09 October 1985
Identity number : 8510090480088

	Home language	First language	Other languages			
	Northern Sotho	Tshivenda	English	IsiZulu	S. Sotho	Setswana
Speak	Good	Good	Good	Good	Good	Good
Read	Good	Good	Good	Good	Good	Good
Write	Good	Good	Good	Good	Good	Good

ACADEMIC DETAILS

HIGHER EDUCATION

Institution : Tshwane University of Technology
Year : 2006-2008
Course : National Diploma in Language Practice
Subjects : Applied English, Applied Tshivenda, Public speaking, Intercultural studies, Computer literacy and skills, General Language Dynamics, Language Translation and Practice, and Video and Theory practice

MATRICULATION

School : Maluta Secondary School
Year : 2004
Certificate : Senior Certificate
Subjects : English, Mathematics, Biology, Physical science, Agricultural science and Tshivenda first language

WORK EXPERIENCE

- Company name** : Tumi Semela
Position : Transcriber
Key duties : Render transcribing, judging and voice recording services to clients, meeting deadlines.
- Company name** : Old Mutual
Position : Financial Advisor
Key duties : Help clients plan for both short – term and long – term goals, interview clients and gather information to determine strategies for financial investments, Prospect and maintain clientele, Recommend and sell financial plans and products that will help meet financial goals, do all administrative duties required of me.
- Company name** : Department of Justice and Constitutional Development Mpumalanga, Secunda
Position : Contract Court Interpreter
Key duties : Interpret in; Criminal Court, Civil Court, Labor Court and quasi-judicial proceedings; interpret during consultations; translate legal documents and exhibits; record cases in criminal record books and keep record of statistics; to perform any other administrative duties assigned to me.
- Company name** : Stratos Language Services
Position : Translator, Editor and proofreader
Key duties : Render translation, Editing and proofreading services, translate from target language to the required language and. Edit and proofread documents.

COMPUTER LITERACY

I am able to use the following computer programs completely;

MS Word

MS Excel

MS PowerPoint

MS Outlook and Design

REFERENCES			
Freelance Agency	Strato Language Services	Department of Justice and Constitutional Development	Old Mutual
Tumi Selema (078) 137 5627	Strato Language Services (071) 762 9381	Mrs. Cynthia Maphaha Court Interpreter (072) 082 5723	Mr. M. Masiteng Line Manager (072)1128553 (012)7019400