

**CURRICULUM VITAE**

**OF**

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**FRANCE SEHLOHO MAJOE**

**1801 Mamafubedu, Petrus Steyn, 9640**

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**067 182 7189/078 4296 216**

# FRANCE SEHLOHO MAJOE


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**Mobile Number:** 078 4296 216/067 1827 189

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## Personal profile

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 **Objectives:** A career driven and passionate individual who possess excellent paralegal (law and administration) and entrepreneur and agricultural skills that will enhance professional leadership and organizational skills in an organization that encourages growth of an individual. I am a dedicated team player who can be relied upon to help your company achieve its goals.

## Personal Details

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<b>First Names</b>	: France Sehloho
<b>Surname</b>	: Majoe
<b>Gender</b>	: Male
<b>Date of birth</b>	: 30 November 1990
<b>Identity Number</b>	: 901130 5508 085
<b>Nationality</b>	: South African
<b>Marital Status</b>	: Single
<b>Driver's License</b>	: Code 10 (C1)
<b>Race</b>	: Black
<b>Language</b>	: English, Sesotho, IsiZulu, Afrikaans
<b>Availability</b>	: Immediately

## Education

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<b>[2008]</b>	High school	Kwetlisong Secondary School
<b>Grade achieved</b>	Grade 12: National Senior Certificate with Bachelor's endorsement	
<b>[2010 – 2013]</b>	Tertiary	Central University of Technology
<b>Grade achieved</b>	National Diploma: Agricultural Management	

<b>[2014]</b>	Tertiary	Central University of Technology
<b>Grade achieved</b>	Btech: Agricultural Management	

<b>[2016]</b>	Tertiary	Central University of Technology
<b>Grade achieved</b>	Advanced Diploma: Agricultural Extension	

## **Work Experience**

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### **MARCH 2016 – FEBRUARY 2017, Paralegal Intern, Department of Justice and Constitutional Development**

#### **Main duties performed:**

1. Administration of Deceased Estates
2. Maintenance, Domestic and Civil matter administration.
3. DCRS machine operator and filling and Judicial Library administrator.
4. Administration of Small Claim, Preparing court books and Charge sheets.
5. Capturing Cases on ICMS and ECMS and JDAS.
6. Tracing and writing summons, completing committal warrants and Warrants of arrest.
7. Supporting Magistrate with documentation and preparing for Commencement of Court.
8. Provide any other administration required by the Court

### **June 2017 – July 2018, Agricultural Graduate Program**

#### **Department of Rural Development and Land Reform**

#### **Main duties performed:**

1. Analyse Project/farm status.
2. Develop Project plans.
3. Work, Liaise between DRDLR, Project Owner and other stakeholders.
4. Research Information.
5. Report Progress and Feedback.
6. Facilitate the rural developments projects

7. Monitor and Evaluate Enterprise.

### **May 2019, CONTRACT OFFICIAL**

#### **Independent Electoral Commission**

Main duties performed:

1. Scanning and entering the voter's identity documents.
2. Direct the voters and show them their stations.
3. Check the Fingers to avoid voters voting twice.
4. Managing Voters roll.
5. Record the voting statistics.
6. Managing ballots and stamp them.
7. Ensure Free and Fair Election by complying with laws and regulations of IEC.

### **November 2018 – Present, Agricultural Graduate Program**

#### **Department of Agriculture & Rural Development**

Main duties performed:

1. Perform duties in relation to the commodity requirement to improve productivity.
2. Attend training relevant to the commodity.
3. Gain Management skills, business management skills and record keeping.
4. Improve business growth skills and acquire resource management skills and knowledge.
5. Attend and arrange meetings with strategic partners and other stakeholders such as Market institution, supplier of production inputs / infrastructure and farmers.
6. Contribute positively to the success of the commercial farm.
7. Advocate honestly, integrity and professionalism at all times

#### **Areas of competence**

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**Ability to:**

Work under pressure and irregular hours

Function effectively in bilingual/bicultural environment

Strategize and manage time effectively  
Adapt Easy and Team Working Skills

**Understanding of:**

Client Orientation and customer focus  
Human Resource Management  
Occupational, health and safety procedures  
Public Service Knowledge

**Skills:**

Able to use Microsoft office  
Communication skills  
Technical problem solving skills  
Leadership and Management Skills  
Financial Management Skills

## References

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**Mr Nhlanhla Radebe**

**Administration Clerk at Department of  
Justice Constitutional Development**

Contact number: 082 064 2661 / 058 871 3136

**Mr Nkanyiso Mtolo**

**Senior Project Officer at Department of  
Rural Development and Land Reform**

Contact number: 071 6060 655/ 058 303 3021

**Mr Tsekiso Molo**

**Co-ordinator at Department of Agriculture &  
Rural Development**

Contact number: 064 412 2707/ 071 811 9824

I truly declare that the information provided is true and correct from the best of my knowledge

FS Majoe