

ONTIRETSE VICTOR OAGENG

@ voageng4@gmail.com

073 786 4163 / 081 370 1114

House 10796 Ramosadi Mahikeng 2745

in Ontiretse Victor Oageng



Personal Details



Date of Birth : 10/01/1994



Driver's Licence : Code 10 (C1)



Education



Barolong High School

2012

Matric



Experience



Old Mutual

September 2022 - October 2022

Accredited Financial Advisor

- Selling OMP products; life cover, funeral cover, disability cover.
- Setting appointments with potential clients to show them the products we offer.
- Check policies of the existing clients.



Department of Public Works and Roads

November 2021 - May 2022

EPWP Screener

- Screening everyone who goes into the department premises.
- Filling out the screening forms and checking if they have Covid-19 symptoms.
- Taking daily statistics and sending it to Wellness Department.
- Captured and forwarded data of those who have vaccinated to Wellness Center.



SBV South Africa

August 2019 - January 2020

Cash Processor

- Worked as a runner.
- Capturing data in the system of number of bags received.
- Received and dispatched cash.
- Counted cash in the vault to make sure that it's corresponds with the one in the system.
- Created, organized and kept all the reception paperwork in the company files.

Remote Translation Offices of Jehovah's Witnesses

July 2014 - March 2018

Translator

- Translated visual and electronic publications from English to Setswana.
- Edited and proofread the publications.
- Created spreadsheets of our monthly work and formatted scripts of the cast.
- Worked with the audio-visual department in recording and coordinating the projects.
- Set up a schedule to be able to reach the deadlines.



Skills

A good team player | Microsoft Outlook | Excel | Microsoft Word | Lightroom Software | Typing | Creating digital files | Translation



Reference

Tumelo Ntehelang - "Setswana Remote Translation Offices"

Translator

076 181 4501

Nkululeko Masumpa - "SBV Mahikeng Cash Center"

Supervisor

073 577 1307

Lesego Methikge - "Department of Public Works and Roads"

Administrator

073 164 9909