



# Itumeleng Mlotshwa

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

Im looking for a Front Desk Operator and Till Operator Job

My positive point:

I have more than 10 years experience in Customer Service and Front Desk Operator Occupation. Well trained in providing good quality customer service, and exceptional communication skills. I am friendly and confident, passionate about my work, a hard worker, fast learner, always paying attention to details, very reliable and loyal. Work well under pressure, individual and in teamwork, ambitious and driven. Excellent problem solving skills, computer skills, admin and clerical duties skills. Through my experience i have acquired great sets of skills. I am eager to make full use of this skills, while making a significant contribution to the success of the company. I always look and present myself professional. I don't mind working long hours, i have my own transport.

Preferred occupation	Shop assistants Retail, store jobs
	Front Desk Agent Administrative jobs
Preferred work location	East Rand Gauteng
	Johannesburg Gauteng
	Sedibeng Gauteng

## Contacts and general information about me

Day of birth	1978-06-15 (45 years old)
Gender	Female
Residential location	East Rand Gauteng
Telephone number	Information is available only for registered users. <a href="#">Sign in</a>
Email address	Information is available only for registered users. <a href="#">Sign in</a>

**Work experience**

Working period **nuo 2016.08 iki 2017.10**  
 Company name Medrock Pharmacy Plus  
 You were working at: Cashiers  
 Occupation Customer Service Provider  
 What you did at this job position? Customers Service,Till Operator,Admin and Clerical Duties,Housekeeping,Stock Control,Pricing and Receiving,Medication Dispensing under pharmacist supervision

Working period **nuo 1999.10 iki 2006.10**  
 Company name Edcon Edgars  
 You were working at: Salesperson  
 Occupation Customer Service Provider  
 What you did at this job position? Sales Consultant,Till Operator,Stock Control, House keeping

Working period **nuo 2008.01 iki 2010.12**  
 Company name Dr M.Beale Surgery (temp)  
 You were working at: Medical receptionist  
 Occupation Front Desk Operator  
 What you did at this job position? Welcoming Patients,Filling,Medical Aid Confirmation,Ordering and Receiving Stock,Ordering Stationery,Dispensing Medication under Dr supervision,Transferring Calls,Booking Patients

**Education**

Educational period **nuo 1997.01 iki 1998.12**  
 Degree Certificate  
 Educational institution Alberton College  
 Educational qualification NIC/NSC(Secretarial Course )  
 I could work Front Desk Operator/Till Operator

Educational period **nuo 1992.01 iki 1996.12**  
 Degree Grade 12 / Matric  
 Educational institution Katlehong High School  
 Educational qualification Matric  
 I could work Customer Service Provider and Front Desk Operator

**Languages**

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Sesotho	fluent	fluent	fluent
isiZulu	fluent	fluent	fluent

Setswana	fluent	fluent	fluent
isiXhosa	fluent	fluent	fluent
Sepedi	good	good	good
SiSwati	basic	basic	basic

### Computer knowledge

Windows

Microsoft office

Excell

Pastel

### Conferences, seminars

2002 February

Edcon Customers Service Training

### Additional information

Your hobbies	Cleaning Reading Cooking Organizing Baking Meeting new people Advising youth Outdoors activities
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2006-09-00 (17 years)
Salary you wish	8500-9000 R per month