



Zimkhitha Dyani

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am keen,hard working, reliable and excellent time keeper. I am a bright and receptive person, able to communicate well with people at all levels. I am good at working using my own initiative and I m flexible in my approach to work duties.i got good sense of humor and a pleasant approach.

I have experience in switchboard, communicate with client over the phone and walk ins liaison with brokers, insurance for update, booking date etc

Administrator general duties.

Capturing

Finance department -billing of clearance and allocated parts invoices.

Preferred occupation Data capturers
Administrative jobs

Preferred work location Cape Town
Western Cape

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1999-07-18 (26 years old) |
| Gender | Female |
| Residential location | Cape Town Western Cape |
| Telephone number | <i>Information is available only for registered users.</i> Sign in |
| Email address | <i>Information is available only for registered users.</i> Sign in |

Work experience

| | |
|------------------------------------|---|
| Working period | nuo 2021.04 iki 2023 |
| Company name | DALS AUTO PANEL |
| You were working at: | Receptionist |
| Occupation | Switchboard |
| What you did at this job position? | Operating switchboard,update client in repairs,update broker's and insurance for repair,assist clients with Damage report assessment, liaison with different department,phone clients for collection of their vehicles, |

Education

| | |
|---------------------------|--|
| Educational period | nuo 2019.01 iki 2020.11 |
| Degree | Certificate |
| Educational institution | False Bay college |
| Educational qualification | Business Management N4, N5 and N6 |
| I could work | Administration, Receptionist,Data capture, Creditors |

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| isiXhosa | good | good | good |
| English | good | good | good |

Computer knowledge

Very good- I would say excellent

Recommendations

| | |
|------------------|----------------------------|
| Contact person | Desray de vos |
| Occupation | Mentor |
| Company | Dals Auto Panel |
| Telephone number | 0215514394 |
| Email address | Desray@dals.co.za |
| Contact person | Joy bleki |
| Occupation | Facilitator |
| Company | Silulo Ulutho technologies |
| Telephone number | 067 025 9227 |
| Email address | joybleki@gmail.com |

Additional information

| | |
|-----------------|----------------------------|
| Your hobbies | Reading Listen to music |
| Driver licenses | None |

| | |
|--------------------------|------------------------|
| Salary you wish | R10 000.00 R per month |
| How much do you earn now | R6000.00 R per month |