# Khuthala Booi

Curriculum Vitae (CV)

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

Data capture, Administration

I'm good with customers, good listener, fast learner , flexible and independent and team work too

Problem solver deal with difficult customers and promte the standard of department

| | |
|---|---|
| Preferred occupation | Data capturers<br>Administrative jobs |
| Preferred work location | Central Karoo<br>Western Cape |

## Contacts and general information about me

| | |
|---|---|
| Day of birth | 1969-08-01 (56 years old) |
| Gender | Female |
| Residential location | Eden<br>Western Cape |
| Telephone number | *Information is available only for registered users.*<br>Sign in |
| Email address | *Information is available only for registered users.*<br>Sign in |

## Work experience

| | |
|---|---|
| Working period | **nuo 2016.03 iki 2019.06** |
| Company name | Knysna Magistrate Court |
| You were working at: | Customer care agent |
| Occupation | Data capture |
| What you did at this job position? | Collect data from manual to electronic , preparation of case to go to court , administration , customer service |

## Education

| | |
|---|---|
| Educational period | **nuo 1991.01 iki 1992.11** |
| Degree | Grade 12 / Matric |
| Educational institution | Oxbridge academy |
| Educational qualification | Progress |
| I could work | As general work, administration, receptionist |

## Languages

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

## Computer knowledge

Emails , internet , spread sheet , Microsoft office

## Conferences, seminars

In training session , certificate

## Recommendations

| | |
|---|---|
| Contact person | Miss Mayekiso |
| Occupation | Magistrate Court Manager |
| Company | Knysna Magistrate |
| Telephone number | 044_3821114 |

| | |
|---|---|
| Contact person | Patro Prinsloo |
| Occupation | Department manager |
| Company | Data capture Manager |
| Telephone number | 044_3821114 |

## Additional information

| | |
|---|---|
| Your hobbies | Watch TV, jogging, reading |
| Driver licenses | C1 Heavy Vehicle 3,500kg - 16,000kg |
| Driver license from | 2011-08-00 (14 years) |
| Salary you wish | 15500 R per month |
| How much do you earn now | 14000 R per month |