



Lindokuhle Amanda Boya

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have 4years experience in verification and data capturing for a call center and field marketing. As much as I'm into verification and data capturing role, it's the relationship between matching what you have received from the client and ensure that I fix errors that we come across during capturing and confirmation stage. I'm very good in communication, engaging and assisting the client transfer them to relevant department or people needed at the time.

Preferred occupation	Filing clerk Administrative jobs
Preferred work location	Gauteng

Contacts and general information about me

Day of birth	1994-06-24 (31 years old)
Gender	Female
Residential location	West Rand Gauteng
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 2016.02 iki 2021.06
Company name	Cover Direct pty(Ltd)
You were working at:	Sales consultant
Occupation	Sale's agent and data capturer
What you did at this job position?	Data capturer, verification and sales agent

Education

Educational period	nuo 2009.01 iki 2013.11
Degree	Grade 12 / Matric
Educational institution	Busana Secondary school
Educational qualification	Matric
I could work	Data capturer and Personal assistance

Languages

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

Computer knowledge

Microsoft word
 Microsoft Xcel
 Microsoft PowerPoint

Recommendations

Contact person Duncan Makoko
 Occupation Line Manager
 Company Cover Direct pty Ltd
 Telephone number +27 65 854 7843
 Email address DuncanM@coverdirect.co.za

Contact person Siphiwe Maloleka
 Occupation Team leader
 Company Cover Direct pty Ltd
 Telephone number +27 62 953 6853
 Email address SiphiweMaloleka@outlook.com

Additional information

Your hobbies Reading
 Researching about the environment
 Web browsing
 Driver licenses None
 Salary you wish 7500 R per month
 How much do you earn now 00 R per month