



Loreal Mckenzie

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a 30 year old hard working individual and needs a job preferable in the customer service department as I would like to improve my skill level in the specific department. I speak two language English and Afrikaans, I love working with people and is always willing to assist in a professional yet friendly manner. The goal is to take any opportunity and make the best of it to my fullest ability. I have previous experience in the following areas Receptionist, Admin Assistant, Debt collecting and in Operating the switchboard.

Preferred occupation	Cashiers Retail, store jobs
	Receptionist Administrative jobs
	Switchboard operator Administrative jobs
	Filing clerk Administrative jobs
	Front Desk Agent Administrative jobs
	Data capturers Administrative jobs
	Debt collector Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	1991-03-05 (34 years old)
Gender	Female
Residential location	Pretoria / Tshwane 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 2010.01 iki 2010.10**
 Company name Maranatha Home Office
 You were working at: Shop assistants
 Occupation Shop assistant
 What you did at this job position? Assist walk in clients, Data Capturing, Switchboard operator,

Working period **nuo 2010.11 iki 2018.04**
 Company name RentaProp
 You were working at: Front Desk Agent
 Occupation Receptionist/ Admin Assistant
 What you did at this job position? Debt Collecting, correspondence with legal team, Bookkeeping, Assisting manager with daily quotations, invoices and statement payment,

Additional information

Salary you wish 8000 R per month