



Jorina Prinsloo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Going the extra mile is one of the most important things you can do to deliver great customer service. This is when you have ticked all the boxes, yet you still want to do more.

I also believe that great customer service means following best practices like valuing customers' time, having a pleasant attitude, and providing knowledgeable and resourceful resources, but that you also take things a step further to exceed — rather than just meet — expectations.

Sometimes being helpful means anticipating your customers' needs before they even have to articulate them. In fact, sometimes customers may ask for one thing without realizing that they really need another. It's your job to anticipate their needs and provide for them.

'Passion' is a word often used in the context of customer service and customer experience: passion will drive excellence and continual improvement, and without passion it is next to impossible to deliver at a world class standard.

I remain enthusiastic and committed to what I am doing whether I reach my goals or not.

For myself:

- I stay focused and continually aim to improve no matter what setbacks come my way.
- I am always looking for potential solutions to problems whether you are asked to do so by my boss or not.
- I never give up or blame other people: for any barrier or problem I find ways to go over, under or around.

Preferred occupation

Secretaries
Administrative jobs

Personal assistant
Administrative jobs

Contacts and general information about me

Day of birth 1970-08-21 (55 years old)

Gender Female

Residential location East Rand
Gauteng

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*

Work experience

Working period **nuo 2019.11 iki 2021.12**

Company name HS Alberton

You were working at: Secretaries

Occupation PA

What you did at this job position? All school communication, emails, incoming and outgoing calls, PA admin duties to School Principal, editing of all school communication and School Newsletter, typing, reception at school office, booking of appointments and managing of Principal diary, all admin related duties for the school

Working period **nuo 2008.01 iki 2015.11**

Company name MSD Animal Health

You were working at: Secretaries

Occupation PA

What you did at this job position? Proof reading of medicine leaflets, and PA admin duties for Responsible Pharmacist

Computer knowledge

Windows, Microsoft Office, Powerpoint, Adobe, Exel,

Conferences, seminars

Customer service training, telephone etiquette, e-mail etiquette

Recommendations

Contact person Dr J Jordaan

Occupation School Principal

Company HS Alberton

Telephone number 0118697224

Email address hoof@allies.co.za

Contact person Mr Caiphus Mphalele

Occupation Responsible Pharmacist

Company MSD Animal Health

Telephone number 0119239300

Email address caiphus@msd.co.za

Additional information

Your hobbies Reading, writing of motivational quotes.

Driver licenses B Light Vehicle ≤ 3,500kg

Salary you wish	13000 R per month
How much do you earn now	13080 R per month