



Dikeledi Lilian Tsotsotso

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for receptionist vacancies.

My positive points are :

I can work under pressure, I'm a hard worker, give me a task and I'll do it without hesitation. I've worked for home loans specialist for a couple of years and I've always been the employee of the month. Hire me and you won't regret it as I look forward to learning new tactics and bringing my skills to your institution.

Preferred occupation	Receptionist Administrative jobs
	Managers Sales jobs
	Generals General jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Gender	Female
Residential location	Johannesburg Gauteng
Telephone number	Information is available only for registered users. Sign in
Email address	Information is available only for registered users. Sign in

Work experience

Working period	nuo 2006 iki 2009
Company name	Home loans specialist
Occupation	Admin assistant /data capturer
What you did at this job position?	I was responsible for answering calls, making appointments for clients, filed documents, analysed and approved home loans and Negotiate with clients

Working period **nuo 2005 iki 2006**
 Company name Ficksburg sheet street
 Occupation Sales associate

Working period **nuo 2017 iki 2018**
 Company name Center of justice & crime prevention
 What you did at this job position? I was a researcher assigned to visit a school and gather information from learners about their home situations, occurrence of GBV and how it affects them, bullying and crime at school.

Education

Degree Certificate
 Educational institution Technical SA college
 Educational qualification Matric
 Educational institution St John ambulance
 Educational qualification Home-based care & save-a-life Certificate
 I could work At a hospital

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Computer knowledge

Knowledge of MS office (word, excel and PowerPoint) /verbal written communication.

Recommendations

Contact person Ms Erna Kennedy
 Occupation Director
 Company Home loans specialists
 Telephone number 0836751610

Additional information

Your hobbies I'm an early morning jogger and I participate in aerobics.
 Driver licenses None
 Salary you wish Negotiable R per month
 How much do you earn now N/A R per month