



# Xhanti Moni

Curriculum Vitae (CV)

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

I'm looking for an admin job or a call Centre Job.

I once worked as an Administrative Intern at the Dept of Public Works for 18 Months, I also worked as a Call Centre Agent at Ison Multichoice

Preferred occupation                      Call Centre agent  
   Administrative jobs

Preferred work location                      Cape Town  
   Western Cape

## Contacts and general information about me

Day of birth                                      1993-10-26 (32 years old)

Gender    Male

Residential location                              Cape Town  
   Western Cape

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 2020.04 iki 2021.10**

Company name                                      Dept. of Public Works & Infrastrucuture

You were working at:                              Administrators

Occupation    Admin Intern

What you did at this job position?              Supply Chain Management

Working period                                      **nuo 2019.04 iki 2020.02**

Company name                                      Ison

You were working at:                              Customer care agent

Occupation    Call Centre

What you did at this job position?              Customer Agent

## Education

|                           |                                       |
|---------------------------|---------------------------------------|
| Educational period        | <b>nuo 2016.02 iki 2019.11</b>        |
| Degree                    | Diploma                               |
| Educational institution   | Boston City Campus & Business College |
| Educational qualification | Human Resource Management             |
| I could work              | at HR admin                           |

#### Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| isiXhosa | fluent         | fluent              | fluent        |
| English  | fluent         | fluent              | fluent        |

#### Computer knowledge

Microsoft word (basic)

Microsoft excel(Basic)

Powerpoint( basic)

Outlook(basic)

#### Recommendations

|                  |  |
|------------------|--|
| Contact person   | Mrs Noluxolo Siko                            |
| Occupation       | Supervisor                                   |
| Company          | Dept of Public Works & Infrastructure        |
| Telephone number | 0413909055                                   |
| Email address    | Noluxolo.Siko@ecdpcw.gov.za                  |
| Contact person   | Mis Andiswa Tsholwane                        |
| Occupation       | Supervisor                                   |
| Company          | Department of Public Works & Infrastrucuture |
| Telephone number | 0413909075                                   |
| Email address    | Andiswa.Tsholwane@ecdpcw.gov.za              |
| Contact person   | Mr Zolisa Tokota                             |
| Occupation       | Supervisor                                   |
| Company          | Ison   |
| Telephone number | 0818192119                                   |

#### Additional information

|                          |                            |
|--------------------------|----------------------------|
| Driver licenses          | None                       |
| Salary you wish          | Market Related R per month |
| How much do you earn now | Unemployed R per month     |