



Andiswa Kabane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for Administrative jobs or customer services jobs, as i have a diploma in Administrative management and i have 4 years of experience as an Admin assistant in different companies. My positive points is that i easily adapt from change, i am a fast learner and i can work with or without supervision. I am a hardworking lady who always strive to achieve. When i am doing a task i make sure i finish within a given time.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Cape Town Western Cape

Contacts and general information about me

Day of birth	1995-03-27 (30 years old)
Gender	Female
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 2021.12 iki 2023.04
Company name	Assuredlife
You were working at:	Administrators
Occupation	Insurance administrator
What you did at this job position?	Loading sales on cardinal, check information on Simplicity. Send policy schedule to clients and financial advisors to drop documents on Simplicity. Send replacement documents to creditors. Call clients for cancellation of insurance on cardinal and simplicity, once changes are done send client confirmation of cancellation. Get inbound calls.

Education

Educational period	nuo 2014.01 iki 2016.12
Degree	Diploma
Educational institution	Walter Sisulu University
Educational qualification	Administrative management
I could work	As a Call centre agent or Customer service

Languages

Language	Speaking level	Understanding level	Writing level
isiXhosa	fluent	very good	very good
English	fluent	very good	very good

Computer knowledge

Hardware and software

- * Understand the main components of a computer, including input and output devices.
- * Understand the function of communication device such as smartphones and tablets.

Windows

- * Turning on the computer and logging on
- * Minimising, maximizing , moving , resizing and closing Windows.

Working with programs

- * Running multiple programs
- * managing programs from the taskbar.

File Management

- * Managing Usb flash drives.
- * Viewing storage devices and network connections.

Word processing

- * Creating documents in Microsoft word.
- * Typing text, number and dates into a documents.

Spreadsheet

- * Creating spreadsheets in Microsoft Excel.

Understanding spreadsheet functionality.

Printing and using email.

Accessing the internet.

Additional information

Your hobbies	Reading Learning a useful skills Making extra money Running Swimming Hiking
Driver licenses	None
Salary you wish	15000 R per month
How much do you earn now	8000 R per month