



# Bongeka Xiva

Curriculum Vitae (CV)

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

Admin clerk

Call centre

Switch board operator

Preferred occupation

Administrative jobs

Preferred work location

Cape Town  
Western Cape

East London  
Eastern Cape

## Contacts and general information about me

Day of birth

1991-04-25 (33 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 2016.02 iki 2022.01**

Company name

Home Choice

You were working at:

Call Centre agent

Occupation

Customer service agent

What you did at this job position?

Answering incoming calls, opening accounts telephonically, tracking orders for customers, replying to emails,

Working period	<b>nuo 2021.04 iki 2023.03</b>
Company name	Department of health
You were working at:	Government jobs
Occupation	Forensic pathology assistant
What you did at this job position?	Assist forensic officers to move bodies from the fridge to Iodox, assist undressing and bagging of bodies, assist in cleaning the dissection and disinfecting of tools used for post-mortem, deep cleaning when necessary, capture property details of the deceased on excel

### Education

Educational period	<b>nuo 2008.01 iki 2010.12</b>
Degree	Grade 12 / Matric
Educational institution	Thandokhulu high School
Educational qualification	Matric

### Languages

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

### Computer knowledge

Word

Power point

Excel

### Recommendations

Contact person	Mr Ritief
Occupation	Chief
Company	Department of health
Telephone number	(079) 792-7702

### Additional information

Your hobbies	Gym Tennis
Driver licenses	EB Articulated Light Vehicle ≤ 3,500kg
Driver license from	2018-07-00 (5 years)
Salary you wish	10 000 R per month
How much do you earn now	8000 R per month