



Zizipho Kalazani

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Looking for receptionist, front desk receptionist, office administration, personal assistant, clerk

I have experience in all of this above mentioned

I have computer skills that is Microsoft word, excel, PowerPoint, access, workflow, sage

I am hard working person like to work under pressure I have good customer services I am too focused on my job I know how to deal with difficult customers

I am sure that I am going to grow in this company I want to explore my career and get more knowledge and growth

I am available immediately I am looking forward to meet you

Kindly regards

Zizipho kalazani

Preferred occupation

Administrators

Administrative jobs

Manufacturing jobs

Manufacturing jobs

Contacts and general information about me

Day of birth 1997-05-21 (28 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 2019.05 iki 2020.05**

Company name Ibisi high school

You were working at: Receptionists

Occupation Receptionist

What you did at this job position? Answering calls ,financial administration, data capture,filling, customer service

Working period	nuo 2022.02 iki 2023
Company name	Famous brands
You were working at:	Administrators
Occupation	Office admin
What you did at this job position?	Answering calls, data capture,capture invoices, order veges,return,receiving

Education

Educational period	nuo 2015.01 iki 2017.12
Degree	Certificate
Educational institution	Esayidi tvet college
Educational qualification	Office administration level3
I could work	Yes

Languages

Language	Speaking level	Understanding level	Writing level
isiXhosa	fluent	fluent	fluent
English	very good	very good	very good
Sepedi	good	good	good
isiZulu	fluent	fluent	fluent
Sesotho	good	very good	very good

Computer knowledge

Microsoft world

Microsoft excel

PowerPoint

Sage

Workflow

Access

Office data processing

Conferences, seminars

I also attend call center training that lifted my qualification it added value on my office administration I can be considered easy because of I have also call center course and experience

Additional information

Your hobbies	Playing music Soft ball Love travelling
Driver licenses	None

Salary you wish	7000 R per month
How much do you earn now	6500 R per month