



Keith Isaacs

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am friendly, honest and principled and I genuinely care about the service that I offer to valuable clients. In terms of my interpersonal communication; I am responsive to my colleagues and eager to help where needed and whenever possible. Hence, I am a very good team player but at the same time able to use initiative and work independently. My unique combination of previous work experience has taught me to deliver great service to customers, maintain a productive and efficient organizing system and uphold the image of the company where I am employed.

Preferred occupation

Car drivers

Driver jobs

Administrators

Administrative jobs

Computer operator

IT, computing jobs

Filing clerk

Administrative jobs

Data capturers

Administrative jobs

Customer care agent

Administrative jobs

Preferred work location

Northern Suburbs

Western Cape

Contacts and general information about me

Day of birth

1985-08-05 (40 years old)

Gender

Male

Residential location

Northern Suburbs

Western Cape

Telephone number

Information is available only for registered users.

[Sign in](#)

Email address

Information is available only for registered users.

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Work experience

| | |
|------------------------------------|---|
| Working period | nuo 2014.05 iki dabar |
| Company name | Prosthodont Dental Laboratory |
| You were working at: | Administrators |
| Occupation | Lab Administrator |
| What you did at this job position? | Planning and allocating of daily deliveries and collections to doctors and suppliers - Tending to client account queries and maintaining good client relations with doctors - Filing invoices and documents as well as adhoc and archiving - Ensuring company vehicles are maintained, regularly serviced and roadworthy. - Collecting mail and registered goods from the local Post Office - I was offered this position for displaying leadership abilities, having excellent people skills and good problem solving abilities. |

Education

| | |
|-------------------------|--------------------------------|
| Educational period | nuo 1999.01 iki 2003.12 |
| Degree | Grade 12 / Matric |
| Educational institution | Elsies River High School |

Languages

| Language | Speaking level | Understanding level | Writing level |
|-----------|----------------|---------------------|---------------|
| English | fluent | fluent | fluent |
| Afrikaans | very good | very good | very good |

Computer knowledge

Microsoft Office Suite
Pastel Accounting

I have computer maintenance knowledge in repaired, troubleshooting and recently started skilling myself in coding.

Additional information

| | |
|--------------------------|---|
| Your hobbies | I have a huge interest in cars and spending time with my family outdoors. |
| Driver licenses | B Light Vehicle \leq 3,500kg |
| Driver license from | 2004-04-00 (21 years) |
| Salary you wish | 14500 R per month |
| How much do you earn now | 8500 R per month |