



Kayley Holmes

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a dependable, hardworking person who is great at time management. i am able to handle multiple tasks on a daily basis and work well under pressure.

Preferred occupation	Administrators
	Administrative jobs
	Debt collector
	Administrative jobs
	Secretaries
	Administrative jobs
	Call Centre agent
	Administrative jobs

Contacts and general information about me

Day of birth	2002-10-14 (21 years old)
Gender	Female
Residential location	Johannesburg Gauteng
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 2021.07 iki 2021.09
Company name	Ipsos
Occupation	Call center Agent
What you did at this job position?	I called clients to complete surveys on their satisfaction of different service providers.
Working period	nuo 2022.11 iki 2023.02
Company name	Mid Ennerdale Primary school
Occupation	Volunteer teachers Assistant
What you did at this job position?	I volunteered to assist educators with students and administration

Education

Educational period	nuo 2016.01 iki 2020.11
Degree	Grade 12 / Matric
Educational institution	Fred Norman Secondary School

Languages

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

Computer knowledge

I completed a computer course for a duration of 6 months (17 January 2022 - 30 June 2022). I am able to use all Microsoft Applications.

Additional information

Your hobbies	Reading
Driver licenses	None