



Rorisang Skhosana

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administration Jobs because i have an Office Administration NQF4

Experience are as follows

Administrator admin Clerk Intern(Umfolozi Tvet College) 12 months contract

Admin Workshop Clerk(Taurus Packaging Isithebe)

Warranty Admin Intern at Electrolux SA PTY

Inbound customer service

Audit Admin

I have 3 years of experience

Preferred occupation

Call Centre agent

Administrative jobs

Customer care agent

Administrative jobs

Receptionist

Administrative jobs

Data capturers

Administrative jobs

Filing clerk

Administrative jobs

Cleaners

Labour jobs

Telemarketers

Sales jobs

Managers

Sales jobs

Lab assistant

Teaching jobs

Cashiers

Retail, store jobs

Receptionists

Hotel jobs

Medical receptionist

Medicine, healthcare, nursing jobs

| | |
|-------------------------|--|
| | Miners Mining jobs |
| | HR intern Management, human resources jobs |
| | Government jobs Government jobs |
| | Supervisor Construction jobs |
| | Debotors clerk Finance jobs |
| | Operations controller Other jobs |
| | Bus ticket inspector Other jobs |
| Preferred work location | North Coast KwaZulu-Natal |
| | Johannesburg Gauteng |
| | East Rand Gauteng |
| | Durban City KwaZulu-Natal |
| | South Coast (Ugu) KwaZulu-Natal |
| | Pretoria / Tshwane Gauteng |
| | Hendrina Mpumalanga |
| | Other Limpopo Limpopo |

| Contacts and general information about me | |
|---|---|
| Day of birth | 1994-06-12 (29 years old) |
| Gender | Male |
| Residential location | East Rand Gauteng |
| Telephone number | <i>Information is available only for registered users.</i> Sign in |
| Email address | <i>Information is available only for registered users.</i> Sign in |
| Work experience | |

Working period **nuo 2022.05 iki 2023.05**
 Company name Electrolux SA PTY LTD Benoni
 You were working at: Administrators
 Occupation Warranty Admin Intern
 What you did at this job position? Data Capture, Update job cards on the CRM system, Update warranties and agents using CRM, General filling, Telephone Etiquette

Working period **nuo 2019.08 iki 2020.08**
 Company name Umfolozi Tvet College
 You were working at: Administrators
 Occupation Admin Clerk Intern
 What you did at this job position? Data Capture, Compiling students contract, Payroll, Daily basis register, Register and track attendance

Working period **nuo 2018.06 iki 2018.08**
 Company name Taurus Packaging Isithebe
 You were working at: Administrators
 Occupation Warranty Admin (Temp)
 What you did at this job position? Data Capture, Photocopying, filling

Education

Educational period **nuo 2018.01 iki 2018.12**
 Degree Certificate
 Educational institution Umfolozi Tvet College
 Educational qualification Office Administration NQF4
 I could work Clerk, Administrator

Languages

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

Computer knowledge

Sage Pastel
 CRM
 Clerical duties
 Computer and proficiency in Microsoft Word, Microsoft teams, Outlook and Powerpoint

Conferences, seminars

N/A

Recommendations

| | |
|------------------|-------------------------------|
| Contact person | Peter Mahlangu |
| Occupation | Warranty Service Admin |
| Company | Electrolux SA PTY LTD Benoni |
| Telephone number | 011 897 4600 |
| Email address | Peter.mahlangu@electrolux.com |

| | |
|------------------|------------------------|
| Contact person | Nontokozo Mdletshe |
| Occupation | Lecturer |
| Company | Umfolozzi Tvet College |
| Telephone number | 073 458 3244 |
| Email address | nonjabzi1@gmail.com |

Additional information

| | |
|--------------------------|------------------------|
| Your hobbies | Singing Soccer |
| Driver licenses | None |
| Salary you wish | 8000 R per month |
| How much do you earn now | Unemployed R per month |