



# Zandre Booyens

Curriculum Vitae (CV)

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

I am looking for a receptionist or administrative job. I have strong communication skills. I have excellent verbal and written communication abilities to interact effectively with clients, visitors and staff. I always make sure my appearance and attitude is professional and consistently so. I am also capable of handling several tasks simultaneously without compromising on quality or efficiency. I am a team player. I have always known to be a cooperative and supportive team member.

Preferred occupation

Receptionist

Administrative jobs

Generals

General jobs

Government jobs

Government jobs

Receptionists

Hotel jobs

Medical receptionist

Medicine, healthcare, nursing jobs

Aftercare assistant

Teaching jobs

Preferred work location

Johannesburg

Gauteng

East Rand

Gauteng

## Contacts and general information about me

Day of birth

1999-04-29 (26 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 2022.03 iki 2024.03**  
 Company name Ipsos  
 You were working at: Call Centre agent  
 Occupation Market research agent  
 What you did at this job position? I conveyed surveys with customers from specific brands.

Working period **nuo 2021.01 iki 2021.08**  
 Company name University of Johannesburg  
 You were working at: Other jobs  
 Occupation Invigilator  
 What you did at this job position? Monitored test takers to ensure no cheating was taking place.

Working period **nuo 2017.03 iki 2017.09**  
 Company name Violet and Rose Jewellery Co.  
 You were working at: Sales consultant  
 Occupation Sales of jewellery  
 What you did at this job position? Sales of jewellery, assisting customers

### Education

Educational period **nuo 2017.02 iki 2017.11**  
 Degree Grade 12 / Matric  
 Educational institution Hoërskool Bergvlam  
 Educational qualification Matric  
 I could work Yes

### Languages

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

### Computer knowledge

I am quite computer literate. I do not have much knowledge of it but I am a very fast learner.

### Recommendations

Contact person Lorraine Dankers  
 Occupation Manager  
 Company Ipsos  
 Telephone number +27 (60) 432-8819  
 Email address lorrainedankers@gmail.com

|                  |                            |
|------------------|----------------------------|
| Contact person   | Marcia Wood                |
| Occupation       | Manager                    |
| Company          | University of Johannesburg |
| Telephone number | (061) 590-9331             |
| Email address    | marciawooduj@gmail.com     |

#### Additional information

|                     |  |
|---------------------|--|
| Your hobbies        | In my free time, I enjoy creating TikTok content, which has helped me develop strong communication and social media skills. I am also passionate about skincare and hairstyling, which allows me to maintain a polished and professional appearance, as well as stay updated on the latest trends. |
| Driver licenses     | B Light Vehicle $\leq$ 3,500kg   |
| Driver license from | 2024-05-00 (1 years)   |
| Salary you wish     | 8500 R per month   |