



# Poki Raselai

Curriculum Vitae (CV)

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

I am looking for office cleaning services, general worker, customer service and debt collection job  
I am positive that all this jobs I am looking for they match my skills as well as my experience.  
I am confident that I have necessary technical skills and knowledge required for the customer service role as I have almost Three years of experience in a call centre environment. I will be excited about any opportunity to take on new challenges and responsibilities.

### Preferred occupation

**Waiters, waitresses**  
Restaurant, bar service jobs

**Part time jobs**  
Part time, weekend jobs

**Cashiers**  
Retail, store jobs

**Sales consultant**  
Sales jobs

**Telemarketers**  
Sales jobs

**Sales representative**  
Sales jobs

**Butchers**  
Retail, store jobs

### Preferred work location

**RANDBURG**  
Gauteng

**Hyde Park**  
Gauteng

**Rosebank**  
Gauteng

**Edenvale**  
Gauteng

**Alexandra**  
Gauteng

## Contacts and general information about me

Day of birth

1997-03-15 (28 years old)

Gender	Female
Residential location	RANDBURG Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

### Work experience

Working period	<b>nuo 2023.01 iki 2024.03</b>
Company name	VeriCred Collections
You were working at:	Sales consultant
Occupation	Debt Collector
What you did at this job position?	Data capturing, data updating, QA, debt collection and other administrative tasks

### Education

Educational period	<b>nuo 2013.01 iki 2016.12</b>
Degree	Grade 12 / Matric
Educational institution	Tsebo Senior Secondary School
Educational qualification	Higher Certificate
Educational period	<b>nuo 2020.01 iki 2021.12</b>
Degree	Certificate
Educational institution	Maluti TVET College. Bonamelo Campus
Educational qualification	Office Administration
I could work	Incomplete

### Languages

Language	Speaking level	Understanding level	Writing level
Sesotho	fluent	fluent	fluent
English	very good	very good	very good
isiZulu	basic	very good	basic

### Computer knowledge

Microsoft Excel  
Microsoft Power Point  
Microsoft Word  
Mailing

### Additional information

Your hobbies Swimming

	Hiking Singing Travelling
Driver licenses	None
Salary you wish	5000 R per month
How much do you earn now	00.00 R per month