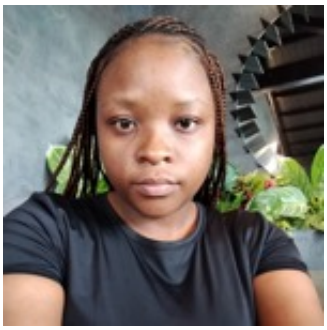

Amokelane Angel Hlayisa

Curriculum Vitae (CV)

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What job i'm looking for? My positive points

Job Interest

I'm excited about the Administrative role because I enjoy organizing, coordinating, and supporting teams. I'm looking for a challenging opportunity to utilize my skills and experience.

Positive Points

Some of my strengths include:

1. Strong organizational and time management skills
2. Excellent communication and interpersonal skills
3. Proficiency in Microsoft Office and other administrative software
4. Attention to detail and problem-solving abilities
5. Ability to work independently and as part of a team

I'm confident that my skills and experience make me a strong candidate for this role.

Preferred occupation	Switchboard operator Administrative jobs Filing clerk Administrative jobs Call Centre agent Administrative jobs Government jobs Government jobs Customer care agent Administrative jobs Front Desk Agent Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	2003-04-12 (22 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
Telephone number	*Information is available only for registered users.*

Sign in

Email address	*Information is available only for registered users.* Sign in

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Work experience

Working period	**nuo 2024.05 iki dabar**
Company name	CAG VEHICLE ENTERPRISES T/A CAR SECURITY AND SOUND CENTRE
You were working at:	Switchboard operator
Occupation	Admin Assistant
What you did at this job position?	Switch board operator, calling clients to schedule appointments, replying to emails, assigning work to technicians.

Education

Educational period	**nuo 2019.01 iki 2021.11**
Degree	Grade 12 / Matric
Educational institution	IR Lesolang High School
Educational qualification	Grade 12

Educational period	**nuo 2022.01 iki 2022.11**
Degree	Certificate
Educational institution	Avuxeni Computer Academy
Educational qualification	National End User Computing

Languages

Language	Speaking level	Understanding level	Writing level
English	good	very good	good
Setswana	very good	very good	very good
Xitsonga	good	very good	basic

Computer knowledge

Software Proficiency

1. Microsoft Office
2. Google Suite
3. Database management

Other Skills

1. Typing speed and accuracy
2. Email management
3. Document management and filing
4. Basic troubleshooting

Conferences, seminars

Benefits

1. Learning about industry trends and updates
2. Networking with professionals and building connections
3. Gaining insights from expert speakers
4. Enhancing knowledge and skills
5. Opportunities for career advancement

Types of Events

1. Industry-specific conferences
2. Professional development seminars
3. Networking events
4. Workshops and training sessions

Additional information

Driver licenses	None
Salary you wish	R8000 R per month
How much do you earn now	R5000 R per month

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