



Dean Kotze

Curriculum Vitae (CV)

What job i'm looking for? My positive points

A dedicated and hardworking individual with a strong commitment to excellence in every task undertaken. Known for a proactive and results-driven approach, I consistently strive to exceed expectations and take great pride in delivering high-quality work. Passionate about continuous learning and self-improvement, I actively seek out opportunities to expand my knowledge and grow both personally and professionally.

With a strong sense of responsibility and integrity, I thrive in dynamic environments where adaptability and attention to detail are essential. I value teamwork and enjoy collaborating with diverse individuals to achieve shared goals. My ability to communicate effectively and contribute meaningfully to team success has enabled me to build positive working relationships and gain valuable experience across various settings.

Preferred occupation	Receptionist
	Administrative jobs
	Debt collector
	Administrative jobs
	Customer care agent
	Administrative jobs
	Call Centre agent
	Administrative jobs
Preferred work location	Port Elizabeth
	Eastern Cape

Contacts and general information about me

Day of birth	1991-06-14 (34 years old)
Gender	Male
Residential location	Port Elizabeth
	Eastern Cape
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 2024.09 iki 2024.11**
 Company name Southsure Brokers
 You were working at: Receptionist
 Occupation Office Administrator
 What you did at this job position? Preparation of Quotes, transferring of calls, welcoming guests and visitors, ordering office supplies.

Working period **nuo 2024.03 iki 2024.09**
 Company name Outdoor and Velocity
 You were working at: Web designers
 Occupation Website Assistant
 What you did at this job position? Uploading of products and updating of prices as well as product availability as and when required.

Working period **nuo 2020.10 iki 2024.02**
 Company name Fenwick Boshoff Attorneys
 You were working at: Call Centre agent
 Occupation Query Administrator
 What you did at this job position? Handling of incoming and outgoing calls to liaise with debtors for payments on their outstanding loans and the settlements thereof, as and when possible.

Working period **nuo 2018.04 iki 2023.11**
 Company name Baxter Theatre Centre
 You were working at: Part time jobs
 Occupation Front of House: Usher

Education

Educational period **nuo 2011.01 iki 2012.11**
 Degree Diploma
 Educational institution Northlink College Tygerberg Campus
 Educational qualification Drama B-Tech Performing Arts

Educational period **nuo 2007.07 iki 2010.09**
 Degree Grade 12 / Matric
 Educational institution Dunatos Private Remedial School
 Educational qualification Grade 12 Impak Delta Certificate (Equivalent)

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Afrikaans

fluent

fluent

fluent

Recommendations

Contact person	Jerome Fish
Occupation	Front of House: Manager
Company	Baxter Theatre Centre
Telephone number	0216857880
Contact person	Charlene Van der Westhuizen
Occupation	Manager
Company	Fenwick Boshoff Attorneys
Telephone number	0219453414
Email address	info@fb-law.co.za

Additional information

Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2013-02-00 (13 years)
Salary you wish	R30000 R per month