



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	<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 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