



Lerato Maphike

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a self motivated lady,I am very organised,Time management is of high importance to me.I pay attention to detail.I am goal oriented and results driven.I work well within a group and individually.And i work well under pressure.I love challenging myself and learning new things. I would love to work in an office enviroment,I am willing and able to add value and see my self growing in your company.Looking forward to working within your company.

Thank you.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1986-02-04 (39 years old)
Gender	Female
Residential location	Johannesburg Gauteng
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 2016.05 iki 2016.08
Company name	Xerox xds
You were working at:	Other jobs
Occupation	Technical support advisor
What you did at this job position?	support customers

Working period	nuo 2015.01 iki 2016.02
Company name	Direct channel holdings
You were working at:	Telemarketers
Occupation	tele sales consultants
What you did at this job position?	sell contracts to new & existing customers

Education

Educational period	nuo 2005.08 iki 2005.09
Degree	Certificate
Educational institution	cornerstone
Educational qualification	call centre training
I could work	inbound & outbound

Languages

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

Computer knowledge

I have a knowledge of working with OS windows,Mac OS software,Microsoft office,Adobe Photoshop.

Recommendations

Contact person	Tshegofatso Masia
Occupation	Team leader
Company	Xerox
Telephone number	0839503915
Email address	tmasia@gmail.co.za

Additional information

Your hobbies	I love reading,trying out new recipes,volunteering.
Salary you wish	8000 R per month