



Phumlaphi Khoza

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a person with a versatile skill set, a lot of integrity and self discipline, who is always willing to go the extra mile to get the job done.

I have excellent customer service experience, from my previous job as a customer service cashier, also good admin and reception experience from my previous latest job as an admin clerk.

I have good communication skills and problem solving skills as resolving customer queries was the main focus of my job in my latest job.

I believe I am the best Candidate based on my skills and experiences

Preferred occupation Administrators
 Administrative jobs

Secretaries
Administrative jobs

Preferred work location East Rand
 Gauteng

Contacts and general information about me

Day of birth	1986-01-30 (39 years old)
Gender	Female
Residential location	East Rand 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 2016.04 iki 2017.05
Company name	On the dot (Media24)
You were working at:	Administrators
Occupation	Admin clerk/ Receptionist
What you did at this job position?	Administration and managing the reception area

Working period **nuo 2013.11 iki 2015.10**
 Company name Pick n pay
 You were working at: Cashiers
 Occupation Cashier
 What you did at this job position? Till operating

Education

Educational period **nuo 2009.06 iki 2009.12**
 Degree Diploma
 Educational institution Arise business college
 Educational qualification Office computing
 I could work Yes

Educational period **nuo 2008.06 iki 2008.07**
 Degree Certificate
 Educational institution Cornerstone Training
 Educational qualification Call centre
 I could work Yes

Languages

Language	Speaking level	Understanding level	Writing level
Xitsonga	fluent	fluent	fluent
English	fluent	fluent	fluent
isiZulu	fluent	basic	basic
Sepedi	very good	basic	basic
SiSwati	fluent	basic	basic
Tshivenda	good	basic	basic

Computer knowledge

Microsoft word
 Microsoft excel
 SAP

Conferences, seminars

Sap training(in-house training)
 05. 05. 2016

Additional information

Your hobbies Reading

Driver licenses	None
Salary you wish	R6500+ R per month
How much do you earn now	00.00 R per month