



# Eaglette Kodi

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I have good administration skills, computer literate, excellent communication skills, data capturing and collection skills, sociable with friendly personality, highly adaptable and flexible, motivated, team player, ability to work under pressure and ability to handle difficult people and situation.

Preferred occupation	Secretaries Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

## Contacts and general information about me

Day of birth	1981-06-21 (44 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2015.11 iki 2018.05</b>
Company name	Foundation for Professional Development
You were working at:	Data capturers
Occupation	Research Assistant
What you did at this job position?	Calling study participants, Gain assent/consent from study participant, manage and secure tools such as tablets used in the study, Administer electronic questionnaires for the study participants, upload and back up data collected, capture data and perform data quality checks. Translating assent/consent forms from one language to another, transcribing audio interviews and submitting reports and tally sheet on timely basis.

Company name	Steers and Fishaways Montana Crossing
You were working at:	Field Agent
Occupation	cashier
What you did at this job position?	Assist customers, handle cash transactions,, handling telephone orders, receive and count stock, assist with food packing and serving customers

### Education

Educational period	<b>nuo 2014.02 iki 2014.11</b>
Degree	Certificate
Educational institution	PC Training & Business College
Educational qualification	End User Computing
I could work	Office work using Microsoft Access, Excel, Outlook, PowerPoint and Word

### Languages

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

### Computer knowledge

Microsoft Access, Excel, Outlook, PowerPoint, Word, Epidata

### Recommendations

Contact person	Charl Bezuidenhout
Occupation	Operations Manager
Company	Foundation for Professional Development
Telephone number	0832681585
Email address	charlb@foundation.co.za

### Additional information

Your hobbies	Singing, reading novel books, socialising with people, im a good listener
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2012-07-00 (13 years)
Salary you wish	8000 R per month
How much do you earn now	nothing R per month