



# Johannah Legodi

Curriculum Vitae (CV)

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

Retail

sales

customer service

admin

data capturer

my positive points

computer literate

customer service skills

telephone etiquette

Preferred occupation

Customer care agent  
Administrative jobs

## Contacts and general information about me

Day of birth 1987-02-20 (37 years old)

Gender Female

Residential location Pretoria / Tshwane  
Gauteng

Telephone number *Information is available only for registered users.*  
[Sign in](#)

Email address *Information is available only for registered users.*  
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## Work experience

Working period **nuo 2013.08 iki 2016.03**

Company name Dercoland

You were working at: Sales consultant

Occupation sales consultant

What you did at this job position? customer service , selling, attending to quiries, daily  
comminication with management, ordering stock , receiving  
stock, mechandising, housekeeping

Working period	<b>nuo 2011.02 iki 2011.04</b>
Company name	Global telemarketing services
You were working at:	Call Centre agent
Occupation	call centre agent
What you did at this job position?	logging calls to HR , inbound and outbound, data capturing and general admin

### Education

Educational period	<b>nuo 2007.02 iki 2009.12</b>
Degree	Diploma
Educational institution	Tshwane University of technology
Educational qualification	N.Diploma in Language Practice
I could work	data capturer , editing ,proof reading ,translating

Educational period	<b>nuo 2011.02 iki 2011.04</b>
Degree	Certificate
Educational institution	S-T-E-C-H
Educational qualification	Call centre admin
I could work	call centre agent, admin, data capturing

Educational period	<b>nuo 2005.01 iki 2005.12</b>
Degree	Grade 12 / Matric
Educational institution	Jonas mantjiu commercial school
Educational qualification	senior certificate
I could work	receptionist, retail and general work.

### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Sepedi	fluent	fluent	fluent

### Computer knowledge

all computer packages  
 ms word  
 excel  
 PowerPoint  
 access  
 internet

### Conferences, seminars

went to conference in 2015 as representative for my store

### Recommendations

Contact person	Mr Jethro Ndebele
Occupation	Regional Manager
Company	Decorland
Telephone number	0824646186
Email address	jethrondebele@decorland.co.za

### Additional information

Your hobbies	Reading books surfing the internet decorating jogging
Driver licenses	None
Salary you wish	5000 R per month