



Keletso Baloyi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Looking for reception job, office administration and call centre jobs

Good communication skills, computer literate, listening to detail, able to work under pressure, analytic skills, numerical skills, administration skills, positive attitude, goal oriented i.e. result achiever and meeting deadlines and self motivated.

| | |
|-------------------------|---------------------------------------|
| Preferred occupation | Administrators Administrative jobs |
| Preferred work location | Pretoria / Tshwane Gauteng |

Contacts and general information about me

| | |
|----------------------|--|
| Day of birth | 1978-08-27 (47 years old) |
| Gender | Female |
| Residential location | Gauteng |
| Telephone number | Information is available only for registered users. Sign in |
| Email address | Information is available only for registered users. Sign in |

Languages

| Language | Speaking level | Understanding level | Writing level |
|-----------|----------------|---------------------|---------------|
| English | fluent | fluent | fluent |
| Afrikaans | basic | basic | basic |
| Sepedi | fluent | fluent | fluent |
| isiXhosa | fluent | fluent | do not know |

Recommendations

| | |
|------------------|----------------------|
| Contact person | Zanzanette Van Aardt |
| Occupation | Debt collector |
| Company | Z2F Collectors |
| Telephone number | 0719451507 |
| Email address | zanzanette@mail.com |

Additional information

| | |
|--------------------------|-------------------------------------|
| Driver licenses | C1 Heavy Vehicle 3,500kg - 16,000kg |
| Driver license from | 2008-08-00 (17 years) |
| Salary you wish | 10000 R per month |
| How much do you earn now | 0000 R per month |