



Wisdom Vilakazi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I would like to apply for office administrator position. I have worked for a medical aid broker for 7 years doing office duties controlling new and existing business administering individual and corporate businesses, dealing with many different medical aid schemes. I am an African born in Pietermaritzburg Kzn, completed my grade 12 in 1988, study further to obtain my tertiary education at Durban University of Technology. I am a good organiser, i can work as an individual or as a team, very industrious person. I am highly responsible and efficient person self driven and highly motivated. I pay very much attention to details, my great ambition to assist the company with its growth potential using my vast experience as an administrator and customer care. I possess the following skills, communication skills , accounting, administering the office, telephone etiquette, problem solving, debt collections. Microsoft management skills such as MsWord, Excel, powerpoint, emailing and internet.

Preferred occupation	Administrators Administrative jobs
	Insurance administrator Finance jobs
Preferred work location	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	1969-08-17 (56 years old)
Gender	Male
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. Sign in

Work experience

Working period **nuo 2011.03 iki 2019.02**
 Company name Clover (Pty) (Ltd)
 You were working at: Generals
 Occupation Operator
 What you did at this job position? Operating machine for production

Working period **nuo 2009.03 iki 2011.02**
 Company name Eskort Limited
 You were working at: Quality inspector
 Occupation Quality Controller
 What you did at this job position? Product quality check, housekeeping

Working period **nuo 2003.02 iki 2009.02**
 Company name Healthcare Solutions
 You were working at: Insurance administrator
 Occupation Medical Aid Administrator
 What you did at this job position? controlling new and existing business

Working period **nuo 1998.12 iki 1999.02**
 Company name Fedsure Health
 You were working at: Debtors clerk
 Occupation Debtors clerk
 What you did at this job position? Premium collections

Working period **nuo 1996.01 iki 1998.11**
 Company name Davidson & Ewing Health Benefits
 You were working at: Finance officer
 Occupation Income Clerk
 What you did at this job position? Reconciliations, premium collections, journalize entry of over and underpayments

Working period **nuo 1995.07 iki 1995.12**
 Company name Norwich Life
 You were working at: HR intern
 Occupation HR Assistant
 What you did at this job position? Processing payroll for all temporary staff (manually)

Education

Educational period **nuo 1988.01 iki 1988.12**
 Degree Grade 12 / Matric
 Educational institution Amakholwa High School
 Educational qualification Matric
 I could work Student

Educational period **nuo 1990.01 iki 1991.11**
 Degree Certificate
 Educational institution Plessislaer TVET College
 Educational qualification N3
 I could work Yes

Educational period **nuo 1992.01 iki 1994.11**
 Degree Diploma
 Educational institution DUT
 Educational qualification National Dipoloma
 I could work Yes

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
isiZulu	fluent	fluent	fluent
isiXhosa	good	good	good
Afrikaans	basic	basic	basic
SiSwati	basic	basic	basic

Computer knowledge

Ms Word, Excel, Powerpoint, emailing and internet

Conferences, seminars

Community Development Serminar conducted by Ambitions 360 Ltd, Property training by Bill Rawson 1996

Recommendations

Contact person Gabriel Mdakane
 Occupation Supervisor
 Company Clover
 Telephone number 0838604175

Additional information

Your hobbies	Travelling, Sports
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	1996-02-00 (29 years)
Salary you wish	15 000 R per month
How much do you earn now	nil R per month