



Colleen Mentoer

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Im currently unemployed,seeking for well fitted position in the banking ,Administration or Call centre industry, I'm a repetitive hard worker ,i know very well about time keeping/time management , i have what it takes to do the job and have it done in the SLA agreement and im more than willing to learn and adapt to any challenge or opportunity.

Your response is highly appreciated.

Preferred occupation	Learnership
	Other jobs
	Administrators
	Administrative jobs
	Customer care agent
	Administrative jobs
Preferred work location	Johannesburg
	Gauteng

Contacts and general information about me

Day of birth	1988-07-07 (35 years old)
Gender	Female
Residential location	Johannesburg
	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 2015.07 iki 2017.06
Company name	First National bank
You were working at:	Operations Clerk
Occupation	Unemployed
What you did at this job position?	Fica/Kyc Administration updating clients profiles by calling client for outstanding documents

Working period **nuo 2014.10 iki 2015.05**
 Company name Nedbank
 You were working at: Operations Clerk
 Occupation Unemployed
 What you did at this job position? Fica/Kyc maintenance , updating and requesting outstanding documents

Working period **nuo 2014.07 iki 2014.10**
 Company name Standard bank
 You were working at: Administrators
 Occupation Unemployed
 What you did at this job position? Maintenance on clients profiles

Working period **nuo 2012.01 iki 2012.09**
 Company name Standard bank
 You were working at: Banking
 Occupation Unemployed
 What you did at this job position? Cash centre counting cash

Working period **nuo 2012.11 iki 2013.11**
 Company name Standard bank
 You were working at: Finance officer
 Occupation Unemployed
 What you did at this job position? Debiting and Crediting

Working period **nuo 2009.01 iki 2009.12**
 Company name Cell c
 You were working at: Sales consultant
 Occupation Unemployed
 What you did at this job position? Calling existing and non-existing clients to offer cellphone contracts

Education

Educational period **nuo 2002.01 iki 2007.12**
 Degree Grade 12 / Matric
 Educational institution Coronationville secondary
 Educational qualification Grade12

Educational period	nuo 2008.09 iki 2008.09
Degree	Certificate
Educational institution	Cornerstone
Educational qualification	Distinction
I could work	In call centre

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	very good

Computer knowledge

Ms word
 Ms excel
 Innternet
 Email
 Sap
 Hogan

Recommendations

Contact person	Rhoda kamau
Occupation	Team leader
Company	Nedbank
Telephone number	0847583180
Contact person	Gugu vilakazi
Occupation	Team leader
Company	First National bank
Telephone number	0605083268
Email address	Gugu.Vilalazi@fnb.co.za

Additional information

Your hobbies	Soccer,listen to music
Driver licenses	B Light Vehicle ≤ 3,500kg
Salary you wish	10000 R per month
How much do you earn now	0.00 R per month