



# Phumeza Phepheta

Curriculum Vitae (CV)

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

Self motivated, hard working, excellent customer service background, good communication skills, computer skills, listening skills, office administration, time management, team leader, supervisory background, organising skills, planning, work well under pressure, enthusiastic, honest, integrity, and attention to detail.

Preferred occupation	Operations Clerk
	Administrative jobs
	Receptionist
	Administrative jobs
	Personal assistant
Preferred work location	Administrative jobs
	Filing clerk
	Administrative jobs
	Front Desk Agent
	Administrative jobs
	Johannesburg
	Gauteng

## Contacts and general information about me

Day of birth	1979-11-15 (44 years old)
Gender	Female
Residential location	Cape Town
	Western Cape
Telephone number	Information is available only for registered users. <a href="#">Sign in</a>
Email address	Information is available only for registered users. <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2011.02 iki 2020</b>
Company name	Clicks
You were working at:	Supervisor
Occupation	Trainee Manager
What you did at this job position?	Management

Working period **nuo 2005.12 iki 2010**  
 Company name Edgars  
 You were working at: Customer care agent  
 Occupation Credit associat  
 What you did at this job position? Customer service agent

Working period **nuo 2004.04 iki 2004.09**  
 Company name Social services  
 You were working at: Administrators  
 Occupation Registry clerk  
 What you did at this job position? Admin clerk

### Education

Educational period **nuo 2006.01 iki 2000.12**  
 Degree Grade 12 / Matric  
 Educational institution Strelitzia high School  
 Educational qualification Certificate  
 I could work Office support

Educational period **nuo 2001.01 iki 2001.12**  
 Degree Certificate  
 Educational institution Cape college  
 Educational qualification Business Management

### Languages

Language	Speaking level	Understanding level	Writing level
isiXhosa	good	good	basic
English	very good	very good	very good

### Computer knowledge

Ms word  
 Ms excell  
 Emails

### Recommendations

Contact person	Shinaaz Ajam
Occupation	Manager
Company	Clicks Lansdown
Telephone number	+27833440667
Email address	Shinaaz.ajam@yahoo.com

Contact person	Tracy Ghalant
Occupation	Manager
Company	Clicks Edgemean
Telephone number	+27837140516
Email address	Tracy.ghalant@gmail.com

#### Additional information

Your hobbies	Socializing, meeting new people and learning about their cultures and beliefs, listening to music and alone time to just connect with myself.
Driver licenses	None
Salary you wish	10 000 R per month
How much do you earn now	6500 R per month