Roseline Nkoana

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for administration , database administrator, project coordinator, clerk , safety administrator and safety officer

I have experience in customer services and debt collector from African bank and JDG Financial Services, Data capture and administrator from First National Bank and Invalid Administrator from Clientele life. I am a friendly, trustworthy and open-minded person. And I believe that I am ready to accept more responsibility. I am a diligent worker and take pride in my work and I am sure I can make a positive contribution to you company. I am looking for a strong environment to utilize my skills, experience and where I am constantly challenged and increase my level of experience. A problem solver who enjoys a challenge and can work well under pressure and possesses strong customer service skills, good communication skills and pay attention to details. I am quick to learn and adapt to new situations and technologies.

my skills are as follow-

Strong Admin and organization experience

Self-motivated team player

Ability to excel under pressure

Good time management skills

Maintaining good customer service

Communication skills

Computer skills

Preferred occupation	Administrators Administrative jobs
Preferred work location	Mokopane / Potgietersrus Limpopo
	Polokwane / Pietersburg Limpopo
	Dendron Limpopo
	Lephalale / Ellisras Limpopo
	Lebowakgomo Limpopo

Modimolle / Nylstroom
Limpopo

Soekmekaar
Limpopo

Contacts and general information about me

Day of birth	1983-05-19 (42 years old)
Gender	Female
Residential location	Mokopane / Potgietersrus
Limpopo
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 2011.08 iki dabar**
Company name	clientele life
You were working at:	Insurance administrator
Occupation	quality control administrator
What you did at this job position?	Verifying customer information on the database, Update and follow up on queries, verifying customer information using policy number, contact No and id number, using Microsoft Outlook, Excel, Words, Avaya to call client, Unity, Intouch, Telenet and D3 system. Sending and receiving emails and updating incomplete client id number, beneficiary details, debit date and non-resident document. Updating customer bank details on the system and confirming and updating premium and plan type on the system, logging calls to IT, checking my quality on nice system. Sending new application form for policy to the system to be captured. Scanning application forms and counting all documents from BEX.

Working period	**nuo 2010.10 iki 2011.07**
Company name	FNB bank
You were working at:	Banking
Occupation	data capturee
What you did at this job position?	Scanning Customer's files, validating customer information on the system, Verifying customer information on the database, checking customer cheque and send to post, clean customer Signature on the system, Filling customer documents and using hogan to verify client's information.

Education

Educational period	**nuo 2004.02 iki 2008.04**
Degree	Diploma
Educational institution	ROSEBANK COLLEGE
Educational qualification	BUSINESS INFORMATION TECHNOLOGY
I could work	YES

Educational period	**nuo 2014.07 iki 2014.07**
Degree	Certificate
Educational institution	NOSA
Educational qualification	ASHEEP - INTRO TO SAMTRAC
I could work	YES

Educational period	**nuo 2014.12 iki 2014.12**
Degree	Certificate
Educational institution	NOSA
Educational qualification	SAMTRAC
I could work	YES

Educational period	**nuo 2015.03 iki 2015.03**
Degree	Certificate
Educational institution	NOSA
Educational qualification	INCIDENT INVESTIGATOR LEVEL 3
I could work	YES

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
isiZulu	good	good	do not know
Sepedi	fluent	fluent	fluent
Sesotho	very good	very good	basic
Setswana	good	good	basic
Xitsonga	basic	basic	do not know
isiXhosa	good	good	do not know
SiSwati	basic	basic	do not know
Tshivenda	basic	basic	do not know
isiNdebele	basic	basic	do not know

Computer knowledge

ACCESS

POWER-POINT

WORDS

EXCEL

Additional information

Your hobbies	READING AND WATCHING TV
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2006-05-00 (19 years)
Salary you wish	16500 R per month
How much do you earn now	10500 R per month