



# Zimkhitha Dyani

Curriculum Vitae (CV)

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

I am keen,hard working, reliable and excellent time keeper. I am a bright and receptive person, able to communicate well with people at all levels. I am good at working using my own initiative and I m flexible in my approach to work duties.i got good sense of humor and a pleasant approach.

I have experience in switchboard, communicate with client over the phone and walk ins liaison with brokers, insurance for update, booking date etc

Administrator general duties.

Capturing

Finance department -billing of clearance and allocated parts invoices.

Preferred occupation                      Data capturers  
   Administrative jobs

Preferred work location                      Cape Town  
   Western Cape

## Contacts and general information about me

Day of birth	1999-07-18 (25 years old)
Gender	Female
Residential location	Cape Town Western Cape
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2021.04 iki 2023</b>
Company name	DALS AUTO PANEL
You were working at:	Receptionist
Occupation	Switchboard
What you did at this job position?	Operating switchboard,update client in repairs,update broker's and insurance for repair,assist clients with Damage report assessment, liaison with different department,phone clients for collection of their vehicles,

### Education

Educational period	<b>nuo 2019.01 iki 2020.11</b>
Degree	Certificate
Educational institution	False Bay college
Educational qualification	Business Management N4, N5 and N6
I could work	Administration, Receptionist,Data capture, Creditors

### Languages

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

### Computer knowledge

Very good- I would say excellent

### Recommendations

Contact person	Desray de vos
Occupation	Mentor
Company	Dals Auto Panel
Telephone number	0215514394
Email address	Desray@dals.co.za
Contact person	Joy bleki
Occupation	Facilitator
Company	Silulo Ulutho technologies
Telephone number	067 025 9227
Email address	joybleki@gmail.com

### Additional information

Your hobbies	Reading Listen to music
Driver licenses	None

Salary you wish R10 000.00 R per month

How much do you earn now R6000.00 R per month