



Khuthala Boo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Data capture, Administration

I'm good with customers, good listener, fast learner, flexible and independent and team work too

Problem solver deal with difficult customers and promote the standard of department

Preferred occupation: Data capturers
Administrative jobs

Preferred work location: Central Karoo
Western Cape

Contacts and general information about me

Day of birth: 1969-08-01 (55 years old)

Gender: Female

Residential location: Eden
Western Cape

Telephone number: *Information is available only for registered users.*
[Sign in](#)

Email address: *Information is available only for registered users.*
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Work experience

Working period: **nuo 2016.03 iki 2019.06**

Company name: Knysna Magistrate Court

You were working at: Customer care agent

Occupation: Data capture

What you did at this job position? Collect data from manual to electronic, preparation of case to go to court, administration, customer service

Education

Educational period: **nuo 1991.01 iki 1992.11**

Degree: Grade 12 / Matric

Educational institution: Oxbridge academy

Educational qualification: Progress

I could work: As general work, administration, receptionist

Languages

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

Computer knowledge

Emails , internet , spread sheet , Microsoft office

Conferences, seminars

In training session , certificate

Recommendations

Contact person	Miss Mayekiso
Occupation	Magistrate Court Manager
Company	Knysna Magistrate
Telephone number	044_3821114
Contact person	Patro Prinsloo
Occupation	Department manager
Company	Data capture Manager
Telephone number	044_3821114

Additional information

Your hobbies	Watch TV, jogging, reading
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2011-08-00 (13 years)
Salary you wish	15500 R per month
How much do you earn now	14000 R per month