



# Dieketseng Fako

Curriculum Vitae (CV)

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

I am looking for any freelance or part time jobs. It can be anything admin, customer service related or transcription. I am however also looking for a full time job around the areas stated.

I have over 1 year experience as an Admin assistant, over 3 years experience as a Customer service consultant and over 2 years experience as a Facilitator.

I am a driven and enthusiastic young woman willing and able to learn skills. I am committed to every work that I do. I would love the opportunity to show case my skills.

### Preferred occupation

#### Part time jobs

Part time, weekend jobs

#### Telemarketers

Sales jobs

#### Jobs for students

Student jobs

#### Debtors clerk

Finance jobs

#### Other jobs

Other jobs

#### Data capturers

Administrative jobs

### Preferred work location

#### Sedibeng

Gauteng

#### Bloemfontein

Free State

#### Welkom

Free State

#### Johannesburg

Gauteng

#### Botshabelo

Free State

## Contacts and general information about me

Day of birth

1992-04-10 (32 years old)

Gender

Female

Residential location	Pretoria / Tshwane Gauteng
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 2016.09 iki 2019.09</b>
Company name	Capitec Bank Limited
You were working at:	Banking
Occupation	Customer Service Consultant
What you did at this job position?	Assisting clients with their day-to-day banking needs. Preparing and maintaining records of sales leads. Emphasize products features and benefit based on analysis of the customer's needs, and on knowledge of product capability and limitations. Attend training of product or service to understand the product features, benefits, trends. Basic admin work of the branch, like filing and daily reports.

Working period	<b>nuo 2014.03 iki 2016.09</b>
Company name	Ratidzo Training Solutions
You were working at:	Learnership
Occupation	Facilitator
What you did at this job position?	Conduct orientation for new learners on boarding . Ensure that learners have the material and safe venue to begin their learning .Facilitate learning and ensure that learners complete their Portfolio of Evidence in the set time and accordingly. Create and ensure a harmonious learning environment for the learners. Maintain records and compile reports . Provide support to learners and management staff

Working period	<b>nuo 2017.03 iki 2018.07</b>
Company name	Just Admin
You were working at:	Administrators
Occupation	Part time administrator
What you did at this job position?	<ul style="list-style-type: none"> <li>•Data capturing</li> <li>•Creating a Filing systems</li> <li>•Scanning documents</li> <li>•Assisting to organize company events</li> <li>•Writing minutes ( Secretary duties)</li> <li>•Management of office equipment</li> <li>•Maintaining a clean and enjoyable working environment</li> <li>•Handling external or internal communication or management systems</li> <li>•Managing clerical or other administrative staff</li> <li>•Organizing, arranging and coordinating meetings</li> </ul>

### Education

Educational period **nuo 2009.12 iki 2005.01**  
 Degree Grade 12 / Matric  
 Educational institution Phehello High School  
 Educational qualification Grade 12  
 I could work Yes

Educational period **nuo 2010.02 iki 2015.05**  
 Degree Degree  
 Educational institution North West University  
 Educational qualification Bcom Economics and Risk Management  
 I could work Qualification outstanding 1 Module to be complete

**Languages**

Language	Speaking level	Understanding level	Writing level
English	fluent	very good	very good
Sesotho	fluent	fluent	very good
isiZulu	good	good	basic

**Computer knowledge**

Microsoft office  
 Google Docs  
 Sap

**Recommendations**

Contact person Mahudi Thebe  
 Occupation Director  
 Company Just Admin  
 Telephone number 0671756839  
 Email address mahudithebe@gmail.com

**Additional information**

Driver licenses None  
 Salary you wish 10000 R per month  
 How much do you earn now 10000 R per month