



# Amanda Diko

Curriculum Vitae (CV)

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

I am looking for an administrative job because I am computer literate, I have experience in working with people meaning I have good communication skills.

Preferred occupation	Receptionist Administrative jobs
Preferred work location	West Rand Gauteng

## Contacts and general information about me

Gender	Female
Residential location	West Rand 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 2019.11 iki 2020.12</b>
Company name	Hollard insurance
You were working at:	Direct sales consultant
Occupation	Field agent
What you did at this job position?	Selling funeral and legal cover
Working period	<b>nuo 2019.03 iki 2019.05</b>
Company name	Unlimited
You were working at:	Sales consultant
Occupation	Sales agent
What you did at this job position?	Selling car maintenance telephonically, Filing closed policies in GeniSystem

Working period **nuo 2018.09 iki 2019.01**  
 Company name First Serve insurance brokers  
 You were working at: Sales consultant  
 Occupation Sales consultant  
 What you did at this job position? Selling car insurance, car tracker and funeral cover telephonically. Filing closed policies on Bias system

Working period **nuo 2017.03 iki 2017.03**  
 Company name Department of Justice in Libode  
 You were working at: Filing clerk  
 Occupation Clerk  
 What you did at this job position? Filing new cases, Opening new files for new applicants. Attending new applicants and also attending to their complaints and answering incoming calls

**Education**

Educational period **nuo 2014.02 iki 2016.12**  
 Degree Degree  
 Educational institution Richfield Graduate Institute of Technology  
 Educational qualification BCom in HRM  
 I could work Admin or any position

Educational period **nuo 2012.01 iki 2012.12**  
 Degree Grade 12 / Matric  
 Educational institution Christian High School  
 Educational qualification National Senior Certificate  
 I could work As general worker

**Languages**

Language	Speaking level	Understanding level	Writing level
isiXhosa	fluent	fluent	fluent
isiZulu	fluent	fluent	fluent
English	very good	very good	very good

**Computer knowledge**

Internet

Ms Word  
**Additional information**

Ms Access	Reading
Your hobbies	Cooking
Ms PowerPoint	
Driver licenses	None
Salary you wish	4500 R per month
How much do you earn now	3500 R per month