



# Loreal Mckenzie

Curriculum Vitae (CV)

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

I am a 30 year old hard working individual and needs a job preferable in the customer service department as I would like to improve my skill level in the specific department. I speak two language English and Afrikaans, I love working with people and is always willing to assist in a professional yet friendly manner. The goal is to take any opportunity and make the best of it to my fullest ability. I have previous experience in the following areas Receptionist, Admin Assistant, Debt collecting and in Operating the switchboard.

Preferred occupation	<b>Cashiers</b> Retail, store jobs
	<b>Receptionist</b> Administrative jobs
	<b>Switchboard operator</b> Administrative jobs
	<b>Filing clerk</b> Administrative jobs
	<b>Front Desk Agent</b> Administrative jobs
	<b>Data capturers</b> Administrative jobs
	<b>Debt collector</b> Administrative jobs
Preferred work location	<b>Pretoria / Tshwane</b> Gauteng

## Contacts and general information about me

Day of birth	1991-03-05 (33 years old)
Gender	Female
Residential location	<b>Pretoria / Tshwane</b> 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 **nuo 2010.01 iki 2010.10**  
Company name Maranatha Home Office  
You were working at: Shop assistants  
Occupation Shop assistant  
What you did at this job position? Assist walk in clients, Data Capturing, Switchboard operator,

Working period **nuo 2010.11 iki 2018.04**  
Company name RentaProp  
You were working at: Front Desk Agent  
Occupation Receptionist/ Admin Assistant  
What you did at this job position? Debt Collecting, correspondence with legal team, Bookkeeping, Assisting manager with daily quotations, invoices and statement payment,

**Additional information**

Salary you wish 8000 R per month