



Andiswa Kabane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for Administrative jobs or customer services jobs, as i have a diploma in Administrative management and i have 4 years of experience as an Admin assistant in different companies. My positive points is that i easily adapt from change, i am a fast learner and i can work with or without supervision. I am a hardworking lady who always strive to achieve. When i am doing a task i make sure i finish within a given time.

| | |
|-------------------------|---------------------------------------|
| Preferred occupation | Administrators Administrative jobs |
| Preferred work location | Cape Town Western Cape |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1995-03-27 (29 years old) |
| Gender | Female |
| Residential location | Cape Town Western Cape |
| Telephone number | <i>Information is available only for registered users.</i> Sign in |
| Email address | <i>Information is available only for registered users.</i> Sign in |

Work experience

| | |
|------------------------------------|--|
| Working period | nuo 2021.12 iki 2023.04 |
| Company name | Assuredlife |
| You were working at: | Administrators |
| Occupation | Insurance administrator |
| What you did at this job position? | Loading sales on cardinal, check information on Simplicity. Send policy schedule to clients and financial advisors to drop documents on Simplicity. Send replacement documents to creditors. Call clients for cancellation of insurance on cardinal and simplicity, once changes are done send client confirmation of cancellation. Get inbound calls. |

Education

| | |
|---------------------------|--|
| Educational period | nuo 2014.01 iki 2016.12 |
| Degree | Diploma |
| Educational institution | Walter Sisulu University |
| Educational qualification | Administrative management |
| I could work | As a Call centre agent or Customer service |

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| isiXhosa | fluent | very good | very good |
| English | fluent | very good | very good |

Computer knowledge

Hardware and software

- * Understand the main components of a computer, including input and output devices.
- * Understand the function of communication device such as smartphones and tablets.

Windows

- * Turning on the computer and logging on
- * Minimising, maximizing , moving , resizing and closing Windows.

Working with programs

- * Running multiple programs
- * managing programs from the taskbar.

File Management

- * Managing Usb flash drives.
- * Viewing storage devices and network connections.

Word processing

- * Creating documents in Microsoft word.
- * Typing text, number and dates into a documents.

Spreadsheet

- * Creating spreadsheets in Microsoft Excel.
- Understanding spreadsheet functionality.

Printing and using email.

Accessing the internet.

Additional information

| | |
|--------------------------|--|
| Your hobbies | Reading Learning a useful skills Making extra money Running Swimming Hiking |
| Driver licenses | None |
| Salary you wish | 15000 R per month |
| How much do you earn now | 8000 R per month |