



Bongeka Xiva

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Admin clerk

Call centre

Switch board operator

Preferred occupation

Administrative jobs

Preferred work location

Cape Town
Western Cape

East London
Eastern Cape

Contacts and general information about me

Day of birth

1991-04-25 (33 years old)

Gender

Female

Residential location

Cape Town
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 2016.02 iki 2022.01

Company name

Home Choice

You were working at:

Call Centre agent

Occupation

Customer service agent

What you did at this job position?

Answering incoming calls, opening accounts telephonically, tracking orders for customers, replying to emails,

Working period **nuo 2021.04 iki 2023.03**

Company name Department of health

You were working at: Government jobs

Occupation Forensic pathology assistant

What you did at this job position? Assist forensic officers to move bodies from the fridge to Iodox, assist undressing and bagging of bodies, assist in cleaning the dissection and disinfecting of tools used for post-mortem, deep cleaning when necessary, capture property details of the deceased on excel

Education

Educational period **nuo 2008.01 iki 2010.12**

Degree Grade 12 / Matric

Educational institution Thandokhulu high School

Educational qualification Matric

Languages

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

Computer knowledge

Word

Power point

Excel

Recommendations

Contact person Mr Ritief

Occupation Chief

Company Department of health

Telephone number (079) 792-7702

Additional information

Your hobbies Gym
Tennis

Driver licenses EB Articulated Light Vehicle ≤ 3,500kg

Driver license from 2018-07-00 (6 years)

Salary you wish 10 000 R per month

How much do you earn now 8000 R per month