



# Lungelo Magolego

Curriculum Vitae (CV)

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

I have both academic and professional experience and have gained crucial skills that will enable me to be an accountable and reliable employee. I have worked as a student assistance at the University of the Witwatersrand. During that period, I was an academic tutor, mentor, marker and facilitator and have gained valuable time management, team working and organizational skills. I also worked as a Customer Finance Administrator at Connect Financial Solutions (Pty)Ltd, the job afforded me crucial customer relations experience. My main responsibilities were to manage and reconcile accounts by interacting with different customers telephonically and virtually, essentially growing the business through maximising customer satisfaction and value add. My main responsibilities were to resolve customer complaints and queries and also working on projects to improve customer experience. Through this I developed the ability to build and maintain strong and lasting relationships with clients.

|                         |                                       |
|-------------------------|---------------------------------------|
| Preferred occupation    | Administrators<br>Administrative jobs |
| Preferred work location | Pretoria / Tshwane<br>Gauteng         |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1996-12-12 (27 years old)   |
| Gender               | Female  |
| Residential location | East Rand<br>Gauteng  |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

## Additional information

|                          |                   |
|--------------------------|-------------------|
| Salary you wish          | 15000 R per month |
| How much do you earn now | 10000 R per month |