



# Selina Selina

Curriculum Vitae (CV)

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

To the Recruiter

With this letter I would like to express my interest in filling any open vacancy at Your organization , in particular, it could be Administrator or customer services.

I would describe myself as someone who is Focused and easy to work with. I would like to put these characteristics to use within your organization. My experience as Customer service consultant at Samro, has

provided me with the expertise to be able to make a valuable contribution to Your orga in the position of Administrator or customer services.

I would like to further explain my motivation for the position of Administrator or a customer services.

During a personal meeting. You can

reach me either by phone via +27827189759 or by email via selinarapulane2@gmail.com.

Thank you for your consideration.

I look forward to hearing from you.

Sincerely,

Selina Mmapunane Rapulane

Preferred occupation                      Administrators  
Administrative jobs

Preferred work location                      East Rand  
Gauteng

## Contacts and general information about me

Day of birth	1973-11-21 (50 years old)
Gender	Female
Residential location	East 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 **nuo 2002.05 iki 2022.04**  
 Company name Samro  
 You were working at: Administrators  
 Occupation Customer service consultant  
 What you did at this job position? Registering new clients on the database, updating customers personal details and banking details oricessing advance payments, responding o.n clients queries telephonically/emails and face to face.

Working period **nuo 2002.05 iki 2022.04**  
 Company name Keyboards College  
 You were working at: Generals  
 Occupation Secretary  
 What you did at this job position? Registration of new students reception duties, taking minutes in staff meetings.

Working period **nuo 2001.02 iki 2001.11**  
 Company name Shangai ckuntry Lodge  
 You were working at: Receptionists  
 Occupation Receptionist/Waitress and Reservationist.  
 What you did at this job position? Making private and group bookings, answering incoming calls, assisting with waitress.

**Education**

Educational period **nuo 1990.01 iki 1993.11**  
 Degree Grade 12 / Matric  
 Educational institution Micha Kgasi High School  
 Educational qualification Diploma in Public Relations  
 I could work Any office administrator

**Languages**

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Setswana	fluent	fluent	fluent
Afrikaans	very good	very good	very good
isiZulu	very good	very good	very good
Sepedi	very good	very good	very good
Sesotho	very good	very good	very good
Xitsonga	very good	very good	very good
isiXhosa	very good	very good	very good

**Computer knowledge**

Very good with word, Excell and graphs basically all computer basics.

### Conferences, seminars

I used to attend workshops at my previous company and address customers with the company products. I also attended few short term courses I clouding copyright law with wits, customers services short courses and telephone etiquette.

### Recommendations

Contact person	Akhona Mtshwewu
Occupation	Customer Services Manager
Company	Samro
Telephone number	011 718 8000
Email address	Akhona.mtshwewu@samro.org.za

### Additional information

Your hobbies	I like reading, spending time with my kids watching TV, cleaning,.
Driver licenses	B Light Vehicle $\leq$ 3,500kg
Driver license from	2007-09-00 (16 years)
Salary you wish	R15000 R per month