



# Zizipho Kalazani

Curriculum Vitae (CV)

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

Looking for receptionist, front desk receptionist, office administration, personal assistant, clerk

I have experience in all of this above mentioned

I have computer skills that is Microsoft world, excel, PowerPoint, access, workflow, sage

I am hard working person like to work under pressure I have good customer services I am too focused on my job I know how to deal with difficult customers

I am sure that I am going to grow in this company I want to explore my career and get more knowledge and growth

I am available immediately I am looking forward to meet you

Kindly regards

Zizipho kalazani

Preferred occupation

Administrators  
Administrative jobs

Manufacturing jobs  
Manufacturing jobs

## Contacts and general information about me

Day of birth 1997-05-21 (27 years old)

Gender Male

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.*  
[Sign in](#)

## Work experience

Working period **nuo 2019.05 iki 2020.05**

Company name Ibisi high school

You were working at: Receptionists

Occupation Receptionist

What you did at this job position? Answering calls ,financial administration, data capture,filling, customer service

Working period **nuo 2022.02 iki 2023**  
 Company name Famous brands  
 You were working at: Administrators  
 Occupation Office admin  
 What you did at this job position? Answering calls, data capture,capture invoices, order veges,return,receiving

**Education**

Educational period **nuo 2015.01 iki 2017.12**  
 Degree Certificate  
 Educational institution Esayidi tvet college  
 Educational qualification Office administration level3  
 I could work Yes

**Languages**

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

**Computer knowledge**

Microsoft world  
 Microsoft excel  
 PowerPoint  
 Sage  
 Workflow  
 Access  
 Office data processing

**Conferences, seminars**

I also attend call center training that lifted my qualification it added value on my office administration I can be considered easy because of I have also call center course and experience

**Additional information**

Your hobbies Playing music  
 Soft ball  
 Love travelling  
 Driver licenses None

Salary you wish 7000 R per month

How much do you earn now 6500 R per month