



# Keith Isaacs

Curriculum Vitae (CV)

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

I am friendly, honest and principled and I genuinely care about the service that I offer to valuable clients. In terms of my interpersonal communication; I am responsive to my colleagues and eager to help where needed and whenever possible. Hence, I am a very good team player but at the same time able to use initiative and work independently.

My unique combination of previous work experience has taught me to deliver great service to customers, maintain a productive and efficient organizing system and uphold the image of the company where I am employed.

Preferred occupation	<b>Car drivers</b> Driver jobs
	<b>Administrators</b> Administrative jobs
	<b>Computer operator</b> IT, computing jobs
	<b>Filing clerk</b> Administrative jobs
	<b>Data capturers</b> Administrative jobs
	<b>Customer care agent</b> Administrative jobs
Preferred work location	<b>Northern Suburbs</b> Western Cape

## Contacts and general information about me

Day of birth	1985-08-05 (39 years old)
Gender	Male
Residential location	<b>Northern Suburbs</b> Western Cape
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	<b>nuo 2014.05 iki dabar</b>
Company name	Prosthodont Dental Laboratory
You were working at:	Administrators
Occupation	Lab Administrator
What you did at this job position?	Planning and allocating of daily deliveries and collections to doctors and suppliers - Tending to client account queries and maintaining good client relations with doctors - Filing invoices and documents as well as adhoc and archiving - Ensuring company vehicles are maintained, regularly serviced and roadworthy. - Collecting mail and registered goods from the local Post Office - I was offered this position for displaying leadership abilities, having excellent people skills and good problem solving abilities.

### Education

Educational period	<b>nuo 1999.01 iki 2003.12</b>
Degree	Grade 12 / Matric
Educational institution	Elsies River High School

### Languages

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

### Computer knowledge

Microsoft Office Suite  
Pastel Accounting

I have computer maintenance knowledge in repaired, troubleshooting and recently started skilling myself in coding.

### Additional information

Your hobbies	I have a huge interest in cars and spending time with my family outdoors.
Driver licenses	B Light Vehicle $\leq$ 3,500kg
Driver license from	2004-04-00 (20 years)
Salary you wish	14500 R per month
How much do you earn now	8500 R per month