



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

Contacts and general information about me

Day of birth	1985-08-05 (38 years old)
Gender	Male
Residential location	Northern Suburbs Western Cape
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period **nuo 2014.05 iki dabar**

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 **nuo 1999.01 iki 2003.12**

Degree Grade 12 / Matric

Educational institution Elsie's 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 skillling 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 ≤ 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