



Juliet Mosimane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am very jolly and an open mind person, am an outspoken human being who addresses issues at hand.

I am looking for a customer care or Administrator....i am very strong when it customer care department with experience of 18years and I intact well with customer/client which makes me feel more comfortable when dealing with different kinds of complains and follows when resolving the issues. i am very organised, dead line driven, staff managing is my passion, meeting goals, make sure month end reports are on time, manage to work under presser when needs be. I make sure my job excel all the times, willing to learn. I like to share new idea, I not afraid to ask if I am not sure about something to avoid making mistakes.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1975-11-05 (48 years old)
Gender	Female
Residential location	Johannesburg Gauteng
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 2002.06 iki 2019.08
Company name	Multichoice
You were working at:	Customer care agent
Occupation	Contact centre agent
What you did at this job position?	Liaising with customer, handling complain, giving back feedback, informing about new products, making sure that service level is met, managing staff, dealing payment , dealing with social media queries also

Working period **nuo 2000.07 iki 2002.05**
 Company name Unibank/Absa
 You were working at: Banking
 Occupation Bank Administrator
 What you did at this job position? Banking, administrating all books , back office, attending to walk ins clients,, assisting on self service machines, doing mont end reports, handling customer queries

Working period **nuo 1998.01 iki 2000.06**
 Company name MCDonald's Fast Food Company
 You were working at: Restaurant managers
 Occupation Assistant Manager
 What you did at this job position? Managing staff, counting inventory, counting cash floats, receiving stock, handling customer's complains, make sure the restaurant offers good quality foods all times, health and safety is practice all times.

Working period **nuo 1995.01 iki 1997.12**
 Company name Research International (Market Research Company)
 You were working at: Direct sales consultant
 Occupation Moderator Face to Face Interviewer
 What you did at this job position? New products promotions, Interviewing consumer about new products, giving feedback to our client, handling month end reports

Education

Educational period **nuo 1994.01 iki 1994.12**
 Degree Grade 12 / Matric
 Educational institution Knowledge Is Virtue Academy
 Educational qualification Matriculated

Educational period **nuo 1995.02 iki 1995.10**
 Degree Diploma
 Educational institution Dameline
 Educational qualification Diploma In Public Relations (Incomplete)

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Setswana	fluent	fluent	fluent
Afrikaans	good	basic	good
isiZulu	good	very good	basic

Computer knowledge

Microsoft Office
 Microsoft Word
 Microsoft Outlook
 Microsoft PowerPoint
 Excel
 Microsoft Workspace
 Project Management software
 Office 365

Conferences, seminars

Multichoice courses..

Management leadership and understanding your staff in 2005 not sure of the dates.

Unisa in-house course: Business writing skills

Management skills

Accounting

Recommendations

Contact person	Kgomotso Botsi
Occupation	Manager
Telephone number	0793155550

Additional information

Your hobbies	Reading Playing tennis Playing golf Running
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2000-00-00 (24 years)
Salary you wish	15 000.00 R per month
How much do you earn now	Retrenched R per month