



# Kayley Holmes

Curriculum Vitae (CV)

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

I am a dependable, hardworking person who is great at time management. i am able to handle multiple tasks on a daily basis and work well under pressure.

Preferred occupation	<b>Administrators</b> Administrative jobs
	<b>Debt collector</b> Administrative jobs
	<b>Secretaries</b> Administrative jobs
	<b>Call Centre agent</b> Administrative jobs

## Contacts and general information about me

Day of birth	2002-10-14 (21 years old)
Gender	Female
Residential location	Johannesburg 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	<b>nuo 2021.07 iki 2021.09</b>
Company name	Ipsos
Occupation	Call center Agent
What you did at this job position?	I called clients to complete surveys on their satisfaction of different service providers.
Working period	<b>nuo 2022.11 iki 2023.02</b>
Company name	Mid Ennerdale Primary school
Occupation	Volunteer teachers Assistant
What you did at this job position?	I volunteered to assist educators with students and administration

**Education**

Educational period	<b>nuo 2016.01 iki 2020.11</b>
Degree	Grade 12 / Matric
Educational institution	Fred Norman Secondary School

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	fluent	fluent	fluent
Afrikaans	good	good	good

**Computer knowledge**

I completed a computer course for a duration of 6 months (17 January 2022 - 30 June 2022). I am able to use all Microsoft Applications.

**Additional information**

Your hobbies	Reading
Driver licenses	None