



Rorisang Skhosana

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administration Jobs because i have an Office Administration NQF4

Experience are as follows

Administrator admin Clerk Intern(Umfolozi Tvet College) 12 months contract

Admin Workshop Clerk(Taurus Packaging Isithebe)

Warranty Admin Intern at Electrolux SA PTY

Inbound customer service

Audit Admin

I have 3 years of experience

Preferred occupation

Call Centre agent
Administrative jobs

Customer care agent
Administrative jobs

Receptionist
Administrative jobs

Data capturers
Administrative jobs

Filing clerk
Administrative jobs

Cleaners
Labour jobs

Telemarketers
Sales jobs

Managers
Sales jobs

Lab assistant
Teaching jobs

Cashiers
Retail, store jobs

Receptionists
Hotel jobs

Medical receptionist
Medicine, healthcare, nursing jobs

Miners
Mining jobs

HR intern
Management, human resources jobs

Government jobs
Government jobs

Supervisor
Construction jobs

Debtors clerk
Finance jobs

Operations controller
Other jobs

Bus ticket inspector
Other jobs

Preferred work location

North Coast
KwaZulu-Natal

Johannesburg
Gauteng

East Rand
Gauteng

Durban City
KwaZulu-Natal

South Coast (Ugu)
KwaZulu-Natal

Pretoria / Tshwane
Gauteng

Hendrina
Mpumalanga

Other Limpopo
Limpopo

Contacts and general information about me

Day of birth	1994-06-12 (30 years old)
Gender	Male
Residential location	East Rand 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 2022.05 iki 2023.05**
 Company name Electrolux SA PTY LTD Benoni
 You were working at: Administrators
 Occupation Warranty Admin Intern
 What you did at this job position? Data Capture, Update job cards on the CRM system, Update warranties and agents using CRM, General filling, Telephone Etiquette

Working period **nuo 2019.08 iki 2020.08**
 Company name Umfolozi Tvet College
 You were working at: Administrators
 Occupation Admin Clerk Intern
 What you did at this job position? Data Capture, Compiling students contract, Payroll, Daily basis register, Register and track attendance

Working period **nuo 2018.06 iki 2018.08**
 Company name Taurus Packaging Isithebe
 You were working at: Administrators
 Occupation Warranty Admin (Temp)
 What you did at this job position? Data Capture, Photocopying, filling

Education

Educational period **nuo 2018.01 iki 2018.12**
 Degree Certificate
 Educational institution Umfolozi Tvet College
 Educational qualification Office Administration NQF4
 I could work Clerk, Administrator

Languages

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

Computer knowledge

Sage Pastel
 CRM
 Clerical duties
 Computer and proficiency in Microsoft Word, Microsoft teams, Outlook and Powerpoint

Conferences, seminars

N/A

Recommendations

Contact person	Peter Mahlangu
Occupation	Warranty Service Admin
Company	Electrolux SA PTY LTD Benoni
Telephone number	011 897 4600
Email address	Peter.mahlangu@electrolux.com

Contact person	Nontokozo Mdletshe
Occupation	Lecturer
Company	Umfolozi Tvet College
Telephone number	073 458 3244
Email address	nonjabzi1@gmail.com

Additional information

Your hobbies	Singing Soccer
Driver licenses	None
Salary you wish	8000 R per month
How much do you earn now	Unemployed R per month