



# 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> <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 **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