



Thobile Jali

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a highly dedicated graduate in BA Social Sciences (psychology) currently studying BA Honours in psychology, from The University of South Africa. I am well equipped individual with technology tools and knowledge hence, proficient in most computer programs. An individual who is highly ambitious and willing to learn, grow and succeed by fair and ethical means. Also possess the natural ability to render professional services within a challenging environment. An individual who is seeking an entry level position in order to enhance my skills and knowledge.

Preferred occupation	Administrators Administrative jobs
	Car drivers Driver jobs
	Government jobs Government jobs
	Jobs abroad Jobs abroad
Preferred work location	Anywhere Gauteng

Contacts and general information about me

Day of birth	1998-09-13 (26 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 2021.05 iki 2023.01**
 Company name PepsiCo Field Services
 You were working at: Shop assistants
 Occupation Merchandiser
 What you did at this job position? Maintain stock availability. Maintaining shelves healthy by removing expired and damaged stock from the shelf. Creating displays in retail. Delivering customer's expectations, writing returns of expired products and making sure that they are sent back to the supplier. Ensuring that orders of products are placed and processed on time.

Working period **nuo 2023.01 iki 2024.01**
 Company name Kula Partners (Pty) Ltd
 You were working at: Administrators
 Occupation EAP Administrator (Intern)
 What you did at this job position? Performing administrative duties. Answering incoming calls for clients calling in for counseling services, taking all their details to refer them to the available EAP clinician. Making outgoing calls to clients for counseling session bookings. Capturing accurate clients information into the system. Writing articles for monthly newsletters. Assist on compiling monthly reports.

Education

Educational period **nuo 2011.01 iki 2015.11**
 Degree Grade 12 / Matric
 Educational institution Mehlomlungu High School
 Educational qualification National Senior Certificate

Educational period **nuo 2019.01 iki 2022.06**
 Degree Degree
 Educational institution University of South Africa
 Educational qualification BA Psychology

Educational period **nuo 2023.01 iki 2024.11**
 Degree Honours
 Educational institution University of South Africa
 Educational qualification Honours in Psychology

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	fluent	fluent	very good
Xitsonga	very good	very good	good
Setswana	fluent	fluent	good

SiSwati	fluent	fluent	fluent
Sesotho	fluent	fluent	basic

Computer knowledge

Excellent Computer literacy-Microsoft office application. Ms Word, Ms outlook, Ms excel & Ms PowerPoint.

Conferences, seminars

N/A

Recommendations

Contact person Available upon request.

Additional information

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2023-01-00 (1 years)
Salary you wish	Any market related offer R per month
How much do you earn now	N/A R per month