



# Eliyas Ngobeni

Curriculum Vitae (CV)

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

- Office Administrator .
- Admin Clerk
- Call Center Representative

### Positive Points:

**Strong Organizational Skills:** Proven ability to manage multiple tasks and maintain order in busy office environments.

**Effective Communication:** Skilled in both verbal and written communication, allowing for clear interaction with colleagues and clients.

**Time Management:** Capable of prioritizing tasks efficiently to meet deadlines and maintain productivity.

**Attention to Detail:** Meticulous in handling documents and data entry, ensuring accuracy and reliability.

**Customer-Focused:** Experience in providing exceptional service, particularly in a call center setting, fostering positive customer relationships.

**Adaptability:** Quick to learn new systems and processes, adjusting to various office dynamics and requirements.

**Team Player:** Collaborative mindset, working well with others to achieve common goals while also being capable of independent work.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

## Contacts and general information about me

Day of birth	2000-07-08 (24 years old)
Gender	Male
Residential location	Pretoria / Tshwane Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

Email address

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**Additional information**

Salary you wish

13000 R per month