



Tebogo Cathrine Motsepe

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a hard working individual and I take pride in my work, I do my work to the best of my ability and with the amount of experience I've gained with my previous and current employer I know I am ready for a next challenge. I am currently a manager and in this position I've learned how important a client is and how important it is to always reach a target. my clients inspire me, without them the company doesn't exist and through this I've also build a solid relationship with them. i can work individually with a minimum of supervision. client care is my specialty. i have good communication and interpersonal skills, i also have experience in face to face client service and telephonic service, i have a financial management certificate and a computer certificate. Right now i am looking for a company that has more room for growth as i intend to further my studies and se

Preferred work location	Pretoria / Tshwane Gauteng
	Johannesburg Gauteng
	Sedibeng Gauteng

Contacts and general information about me

Gender	Female
Residential location	Pretoria / Tshwane 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 2011.07 iki 2013.01**
 Company name JR Corporate
 You were working at: Finance managers
 Occupation Managaer
 What you did at this job position? Capturing Clients information on the system Helping clients with all inquiries face to face or telephonically Filing documents Re-issue of bank cards Opening new bank accounts for clients Credit evaluation Credit control Bad debts recovery Accounts Managemnt

Working period **nuo 2015.02 iki dabar**
 Company name Khwerano Financial Services
 You were working at: Managers
 Occupation manager
 What you did at this job position? Office Management Helping clients with inquiries telephonically and face to face Capturing Clients information on the system Staff Management Accounts Management Transfer funds to clients Deposits to clients Credit Evaluation Credit Control Collection of post Filing clients information Clients Service Bad debts recovered Debt collecting

Working period **nuo 2013.03 iki 2014.11**
 Company name Lifestyle Debt Solutions
 You were working at: Administrators
 Occupation Financial Consultant
 What you did at this job position? Customer Service Filing clients Information Credit Evaluations Accounts Management Transfers

Education

Educational period **nuo 2006.01 iki 2006.11**
 Degree Grade 12 / Matric
 Educational institution Berea Park Independent School

Educational period **nuo 2007.01 iki 2007.06**
 Degree Certificate
 Educational institution Tshwane North College

Educational period **nuo 2010.01 iki 2010.06**
 Educational institution Oddssey College

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	very good	good	do not know

Setswana

fluent

fluent

fluent

Additional information

Driver licenses

None