



Thabisa Diphoko

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Im looking for a position in customer care service and call centre. I have certificate in secretarial office support, I am team player can work well under pressure, im am computer literate. I can get along with variety of people, trustworthy and loyal

Preferred occupation	Administrators Administrative jobs
	Agents Sales jobs
Preferred work location	East Rand Gauteng
	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1984-02-03 (40 years old)
Gender	Female
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 2008.06 iki 2016.01
Company name	MBD Attorneys
You were working at:	Agents
Occupation	Debt Collector and Customer care service
What you did at this job position?	debt collection updating payments, tracing, recieving and making calls, data capturing

Education

Educational period	nuo 2006.01 iki 2007.03
Degree	Certificate
Educational institution	MSC College
Educational qualification	Secreterial Office Support
I could work	administrator

Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good
isiZulu	good	good	good
Sesotho	good	good	good

Computer knowledge

Microsoft office internet & email excel Microsoft word

Conferences, seminars

Debt recovery skills

Recommendations

Contact person	Lucas Mahlangu
Occupation	Supervisor
Company	MBD
Telephone number	0848986298
Email address	lucasmahlangu@mbdcs.co.za

Additional information

Your hobbies	cooking and baking, playing soccer and listening to music
Driver licenses	None
Salary you wish	8000 R per month
How much do you earn now	4500 R per month