



# Phumlaphi Khoza

Curriculum Vitae (CV)

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

I am a person with a versatile skill set, a lot of integrity and self discipline, who is always willing to go the extra mile to get the job done.

I have excellent customer service experience, from my previous job as a customer service cashier, also good admin and reception experience from my previous latest job as an admin clerk.

I have good communication skills and problem solving skills as resolving customer queries was the main focus of my job in my latest job.

I believe I am the best Candidate based on my skills and experiences

Preferred occupation	Administrators Administrative jobs
	Secretaries Administrative jobs
Preferred work location	East Rand Gauteng

## Contacts and general information about me

Day of birth	1986-01-30 (38 years old)
Gender	Female
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	<b>nuo 2016.04 iki 2017.05</b>
Company name	On the dot ( Media24)
You were working at:	Administrators
Occupation	Admin clerk/ Receptionist
What you did at this job position?	Administration and managing the reception area

Working period **nuo 2013.11 iki 2015.10**  
 Company name Pick n pay  
 You were working at: Cashiers  
 Occupation Cashier  
 What you did at this job position? Till operating

**Education**

Educational period **nuo 2009.06 iki 2009.12**  
 Degree Diploma  
 Educational institution Arise business college  
 Educational qualification Office computing  
 I could work Yes

Educational period **nuo 2008.06 iki 2008.07**  
 Degree Certificate  
 Educational institution Cornerstone Training  
 Educational qualification Call centre  
 I could work Yes

**Languages**

Language	Speaking level	Understanding level	Writing level
Xitsonga	fluent	fluent	fluent
English	fluent	fluent	fluent
isiZulu	fluent	basic	basic
Sepedi	very good	basic	basic
SiSwati	fluent	basic	basic
Tshivenda	good	basic	basic

**Computer knowledge**

Microsoft word  
 Microsoft excel  
 SAP

**Conferences, seminars**

Sap training( in-house training )  
 05. 05. 2016

**Additional information**

Your hobbies Reading

Driver licenses	None
Salary you wish	R6500+ R per month
How much do you earn now	00.00 R per month