



Njabulo Bophela

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I believe in building strong relationship with team member, I priorities, work efficiently and productive and able to work under pressure. I am confident, hardworking person who is committed to achieving excellence and good in problem solving and customer service. I am dedicated, willing to learn and able to change and delegated.

Preferred occupation	Administrators Administrative jobs
Preferred work location	East Rand Gauteng

Contacts and general information about me

Day of birth	1985-04-23 (39 years old)
Gender	Male
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 2016.08 iki dabar
Company name	Ekurhuleni Metropolitan
You were working at:	Administrators
Occupation	Call Center Agent,Data Capture and Other Administration
What you did at this job position?	. Handling outgoing and incoming calls and internal mail, . Provide comprehensive administrative services, . Plan and organize own work tasks and routine within area of work, . Filling, typing and scanning and retrieve information of document, . Keep records of all communication electronically and hard copies, . Using Venus System for checking current balances and due dates for the clients, . Using eMIS system, . Perform DATA CUPTURING, . Ensure effective and accurate administration, . Attending to telephonic enquiries by answering Logging Calls and escalations of calls, . Handling Customer Queries and Doing follow up.

Education

Educational period	nuo 2011.01 iki 2014.12
Degree	Diploma
Educational institution	Tshwane University of Technology
Educational qualification	Call Centre Certificate, Drivers Licence, Basic Stock taker Course and Security Grades.

Languages

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

Computer knowledge

MS Word, MS Excel, MS Power Point, Outlook, Internet.

Recommendations

Contact person	Nokulunga Goodness Nhlapho
Occupation	Divisional Head Crm Departmen
Company	Ekurhuleni Metropolitan
Telephone number	0119993695
Email address	nokulunga.nhlapho@ekurhuleni.gov.za

Additional information

Your hobbies	Playing Soccer, Reading.
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2007-09-00 (16 years)
How much do you earn now	R5000 R per month