



# 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 *Information is available only for registered users.*  
[Sign in](#)

Email address *Information is available only for registered users.*  
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## 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	<b>nuo 2011.01 iki 2014.12</b>
Degree	Diploma
Educational institution	Tshwane University of Technology
Educational qualification	Call Centre Certificate, Drivers Licence, Basic Stock taker Course and Security Grades.

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
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 (17 years)
How much do you earn now	R5000 R per month