



Kopo Tlou Mantji

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for call centre agent job because i have a knowledge in call centre as i have a international certificate in contact centre but i dont have any experience.

I am currently working at pep store as a cashier and sales assistant.

I am honest to my self. I am a hard worker who is willing to wirk under pressure and who want my job to get done on time. My strength is my flexibility. I am a team player and love working in a team. I love learning because that makes me become a better person and help me to gain more knowledge.i am self disciplined and organised

Why i should be hired?

I believe i am an asset that a company is looking for. I am hard working, desciplined and honest. I believe i can make it possible by making a difference in a company.

Preferred occupation

Call Centre agent
Administrative jobs

Data capturers
Administrative jobs

Customer care agent
Administrative jobs

Administrators
Administrative jobs

Preferred work location

Pretoria / Tshwane
Gauteng

Johannesburg
Gauteng

Midrand
Gauteng

Contacts and general information about me

Day of birth 1997-10-26 (26 years old)

Gender Female

Residential location	Johannesburg 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 2018.03 iki 2019.12
Company name	Pep store
You were working at:	Cashiers
What you did at this job position?	Giving service to the customer. Helping customer to pay...

Education

Educational period	nuo 2017.01 iki 2017.06
Degree	Certificate
Educational institution	CornerStone
Educational qualification	Certificate in Contact Center operations
I could work	I could work as a consultant, call center agent, data capture, receptionist, personal assistant and administer
Educational period	nuo 2011.01 iki 2015.12
Degree	Grade 12 / Matric
Educational institution	Inggayizivele high school
Educational qualification	Higher certificate

Languages

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

Computer knowledge

Microsoft word
Microsoft excel
Microsoft outlook
Microsoft power point

A+ (hardware and software support)

N+ (Networking support)

Recommendations

Contact person	Silvester Seretlo
Occupation	Manager
Company	Pep Store
Telephone number	011 315 0793

Additional information

Your hobbies	Singing Playing soccer
Driver licenses	None
Salary you wish	5000 R per month
How much do you earn now	1500 R per month