



Maria Baloyi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Dear Sir/Madam

I came across your advert for this position on jobin and i am interest.

As highly motivated and dedicate young lady with strong communication and interpersonal skills, I would like to apply for this position of a receptionist. I would be keen to find out more about this position you posted.

I am a well-spoken young lady with a beautiful allergic smile. I am an outgoing, meticulous hard working individual who is a fast learner and willing to learn as an entry level receptionist. I went to a call centre training at li hills; I would like to work as a receptionist. Well I worked at a factory called flamingo where I was packing load, labelling and also printing, I really enjoyed there and was disturbed by pregnancy. Well I am trained as primarily in dealing with customers on the telephone from different nationalities I am confident that I will prove to be positive edition to your company a. I offer exceptional understanding of handling calls with a view to helping clients while ensuring their loyalty. I consider my strongest points to be my impeccable phone manners, my clear voice and my ability to deal with agitated or distressed clients.

Should you find interest in my application, I will be available for an interview at your convenience, is have attached my resume and encourage you to contact me regarding my application.

Thank you for your time and consideration.

Yours Sincerely.

Maria Baloyi

Preferred occupation

Other jobs
Other jobs

Preferred work location

Johannesburg
Gauteng

Contacts and general information about me

Day of birth

1995-10-04 (29 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

Additional information

Salary you wish	4000 R per month
How much do you earn now	3000 R per month