



Brightness Moyo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Ability to work under pressure, positive always looking for better ways to solve problems other than dwelling on them. Good communication skills

Preferred occupation	Customer care agent Administrative jobs
	Switchboard operator Administrative jobs
	Filing clerk Administrative jobs
	Secretaries Administrative jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1989-03-22 (35 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 2010.03 iki 2012.06
Company name	Ag Cellular
You were working at:	Telemarketers
Occupation	Sales Agent
What you did at this job position?	i was selling cellphone contracts to client and proved to be one of the best agents because i was always one of the top achievers

Working period **nuo 2012.06 iki 2013.02**
 Company name Green connect
 You were working at: Telemarketers
 Occupation Customer Service personel
 What you did at this job position? Dealing with customer complaints and handling all challenging client in a polite manner always

Working period **nuo 2013.02 iki 2018.08**
 Company name Green Connect
 You were working at: Telemarketers
 Occupation Training facilitator
 What you did at this job position? Training new agent about company product and company as a whole, training old agent about new product and company policies as well as liaising with all department to know what exactly should the main training focus on. Also making sure all department receive necessary traing always

Education

Educational period **nuo 2009.01 iki 2009.12**
 Degree Certificate
 Educational institution Pinnacle Business Collage
 Educational qualification Office Administration
 I could work In any office administration related posts

Educational period **nuo 2005.01 iki 2007.11**
 Degree Grade 12 / Matric
 Educational institution Wanezi High School
 Educational qualification A level
 I could work In field because am a fast learner and am determined

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	fluent	fluent	fluent
Sepedi	basic	basic	do not know

Computer knowledge

MS Word, Excel spreadsheets, power point, typing and email

Recommendations

Contact person	Austin
Occupation	Supervisor
Company	Ag Cellular
Telephone number	0787243425
Contact person	Ahloma
Occupation	Customer service manager
Company	Green connect
Telephone number	0101400740
Email address	finance@greenconnect.co.za
Contact person	Fedrick
Occupation	Training manager
Company	Green Connect
Telephone number	0101400740
Email address	fedrick@greenconnect.co.za

Additional information

Your hobbies	Reading
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2017-08-00 (7 years)
Salary you wish	12000 R per month
How much do you earn now	10000 R per month