



# Eaglette Kodi

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I have good administration skills, computer literate, excellent communication skills, data capturing and collection skills, sociable with friendly personality, highly adaptable and flexible, motivated, team player, ability to work under pressure and ability to handle difficult people and situation.

Preferred occupation	Secretaries Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

## Contacts and general information about me

Day of birth	1981-06-21 (43 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2015.11 iki 2018.05</b>
Company name	Foundation for Professional Development
You were working at:	Data capturers
Occupation	Research Assistant
What you did at this job position?	Calling study participants, Gain assent/consent from study participant, manage and secure tools such as tablets used in the study, Administer electronic questionnaires for the study participants, upload and back up data collected, capture data and perform data quality checks. Translating assent/consent forms from one language to another, transcribing audio interviews and submitting reports and tally sheet on timely basis.

Company name Steers and Fishways Montana Crossing  
 You were working at: Field Agent  
 Occupation cashier  
 What you did at this job position? Assist customers, handle cash transactions,, handling telephone orders, receive and count stock, assist with food packing and serving customers

**Education**

Educational period **nuo 2014.02 iki 2014.11**  
 Degree Certificate  
 Educational institution PC Training & Business College  
 Educational qualification End User Computing  
 I could work Office work using Microsoft Access, Excel, Outlook, PowerPoint and Word

**Languages**

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	good	good	basic
Sepedi	fluent	fluent	very good
Setswana	fluent	fluent	fluent
Xitsonga	very good	very good	basic

**Computer knowledge**

Microsoft Access, Excel, Outlook, PowerPoint, Word, Epidata

**Recommendations**

Contact person Charl Bezuidenhout  
 Occupation Operations Manager  
 Company Foundation for Professional Development  
 Telephone number 0832681585  
 Email address charlb@foundation.co.za

**Additional information**

Your hobbies Singing, reading novel books, socialising with people, im a good listener  
 Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg  
 Driver license from 2012-07-00 (12 years)  
 Salary you wish 8000 R per month  
 How much do you earn now nothing R per month