



# Johannah Legodi

Curriculum Vitae (CV)

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

Retail

sales

customer service

admin

data capturer

my positive points

computer literate

customer service skills

telephone etiquette

Preferred occupation

Customer care agent  
Administrative jobs

## Contacts and general information about me

Day of birth

1987-02-20 (37 years old)

Gender

Female

Residential location

Pretoria / Tshwane  
Gauteng

Telephone number

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

Email address

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## Work experience

Working period

**nuo 2013.08 iki 2016.03**

Company name

Dercoland

You were working at:

Sales consultant

Occupation

sales consultant

What you did at this job position?

customer service , selling, attending to quiries, daily  
communication with management, ordering stock , receiving  
stock, mechandising, housekeeping

Working period **nuo 2011.02 iki 2011.04**  
 Company name Global telemarketing services  
 You were working at: Call Centre agent  
 Occupation call centre agent  
 What you did at this job position? logging calls to HR , inbound and outbound, data capturing and general admin

**Education**

Educational period **nuo 2007.02 iki 2009.12**  
 Degree Diploma  
 Educational institution Tshwane University of technology  
 Educational qualification N.Diploma in Language Practice  
 I could work data capturer , editing ,proof reading ,translating

Educational period **nuo 2011.02 iki 2011.04**  
 Degree Certificate  
 Educational institution S-T-E-C-H  
 Educational qualification Call centre admin  
 I could work call centre agent, admin, data capturing

Educational period **nuo 2005.01 iki 2005.12**  
 Degree Grade 12 / Matric  
 Educational institution Jonas mantjui commercial school  
 Educational qualification senior certificate  
 I could work receptionist, retail and general work.

**Languages**

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Sepedi	fluent	fluent	fluent

**Computer knowledge**

all computer packages  
 ms word  
 excel  
 PowerPoint  
 access  
 internet

**Conferences, seminars**

went to conference in 2015 as representative for my store

### Recommendations

Contact person	Mr Jethro Ndebele
Occupation	Regional Manager
Company	Decorland
Telephone number	0824646186
Email address	jethrondebele@decorland.co.za

### Additional information

Your hobbies	Reading books surfing the internet decorating jogging
Driver licenses	None
Salary you wish	5000 R per month