



Palesa Matsunyane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

As a young professional and goal orientated individual, my aspiration is to secure employment as an Admin/Customer Support Agent Executive through commitment, dedication creativity and innovation, seeking and gaining knowledge and skills to create, communicate and execute company-based operations so as to enhance the awareness and benefits of all corporate products and services across the board ensuring that all clients/customers are informed.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1989-03-10 (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 2017.06 iki dabar
Company name	Innovation Group
You were working at:	Fleet Optimisation Consultant
Occupation	Fleet claim payments administrator
What you did at this job position?	<ul style="list-style-type: none">• Communicate with fleet service advisors and warranty clerks and external clients• Answer calls as per Service Level Agreement (SLA) and adhere to Quality Assurance• Coordinate with all parties involved• Administer claims payments on the system as per Company policy and procedures• Ensure payments query calls are answered and queries are resolved accordingly• Reconciling customers' accounts• Ensure invoice information is captured accurately• Follow up on unpaid invoices and collecting outstanding invoices

Education

Educational period	nuo 2008.01 iki 2011.11
Degree	Diploma
Educational institution	Tshwane University of Technology
Educational qualification	Language Practice

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	fluent	fluent	basic
Setswana	fluent	good	good
Afrikaans	basic	good	good

Computer knowledge

- Microsoft Publisher
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Outlook
- Internet • Computer Skills
- Communication Skills
- Interpersonal Skills
- Administration Skills
- Organising Skills
- Dedicated Team Leader

Recommendations

Contact person	Ms Keletso Lesala
Occupation	Line Manager
Company	Innovation Group
Telephone number	0117906324
Email address	keletso.lesala@innovation.group

Additional information

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2010-01-00 (14 years)
Salary you wish	15000 R per month
How much do you earn now	9000 R per month