



# Palisa Motloung

Curriculum Vitae (CV)

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

I would describe myself as a positive and results-driven individual who has an impressive track record as a customer services adviser. My work at my present employer has not only equipped me with all the necessary skills required to form successful relationship with customer, but has also shown me how to make them feel valued. Right now, as someone who is endowed with a strategic mind-set, focus, personal drive and enthusiasm, I feel I would make a superb addition to your existing workforce. In my opinion a good customer service is the lifeblood of any business, and is vital in building a reputation, keeping your customer happy and getting them to come back. As a courteous, knowledgeable and supportive individual, I am able to respond to all customers queries or complaints in timely manner. I would also like to say that I never make assumptions about what customers wants, always listen to them and go that extra mile to understand their problems or needs.

Some of my strongest points are:

- \*Being a patient and informative person
- \* Taking a keen personal interest and ownership of all cases and seeing them through from start to finish.
- \* Being in control at all times and remaining cool, calm and collected with irate or abusive customers.
- \* Always smiling and maintaining good posture, even when communicating via phone.

My aim right now is to arrange an interview with you at your convenience, when we will be able to discuss my application in more detail and where I can clearly explain to you how I will add to the continued success of your company.

Preferred occupation                      **Receptionist**  
Administrative jobs

**Generals**  
General jobs

Preferred work location                      **East Rand**  
Gauteng

**Witrivier**  
Mpumalanga

**Embalenhle**

### Contacts and general information about me

Day of birth	1994-02-19 (30 years old)
Gender	Female
Residential location	East Rand 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>

### Additional information

Salary you wish	9000 R per month
How much do you earn now	5000 R per month