



# Keletso Baloyi

Curriculum Vitae (CV)

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

Looking for reception job, office administration and call centre jobs

Good communication skills, computer literate, listening to detail, able to work under pressure, analytic skills, numerical skills, administration skills, positive attitude, goal oriented i.e. result achiever and meeting deadlines and self motivated.

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

## Contacts and general information about me

Day of birth	1978-08-27 (45 years old)
Gender	Female
Residential location	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>

## Languages

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

## Recommendations

Contact person	Zanzanette Van Aardt
Occupation	Debt collector
Company	Z2F Collectors
Telephone number	0719451507
Email address	zanzanette@mail.com

**Additional information**

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2008-08-00 (15 years)
Salary you wish	10000 R per month
How much do you earn now	0000 R per month