



# Jovon Lee Ruiters

Curriculum Vitae (CV)

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

I am interested in computing as I have prior computer skills experience. I am detail oriented and analytical in nature. I do enjoy problem solving and my creative thinking abilities allow me to do just that. I am well versed in computer Sciences, although I do not own any tertiary qualifications thereof. I am a quick learner, therefore any position I am appointed in will take top priority and care. I will earn my keep as I will be completely focused in fulfilling my duties and then some. I am very reliable, and immediately able to begin work. Please consider me for employment and I do hope to hear from you soon. Thank you.

Preferred occupation	<b>Computer operator</b> IT, computing jobs
	<b>Customer care agent</b> Administrative jobs
	<b>Data capturers</b> Administrative jobs
	<b>Call Centre agent</b> Administrative jobs
Preferred work location	<b>Cape Town</b> Western Cape

## Contacts and general information about me

Gender	Male
Residential location	<b>Cape Flats</b> Western Cape
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 **nuo 2010.07 iki 2012.08**  
 Company name Sheriff of Cape Town  
 You were working at: Data capturers  
 Occupation Data capturing/filing clerk.  
 What you did at this job position? I processed legal documents by capturing them into the system, and then forwarded the documents to the sheriff's of the court. I also delivered and/or collected documents to the various courts situation in Cape Town. I begun as a filing clerk and worked my way up into the administrative field. My main duties however were data capturing.

Working period **nuo 2014.07 iki 2015.08**  
 Company name Tenacity Financial Services  
 You were working at: Call Centre agent  
 Occupation Call Centre Agent  
 What you did at this job position? I captured customer applications for credit, and worked in a system of editing and updating customer details on the system.

**Education**

Educational period **nuo 2015.01 iki 2019.12**  
 Degree Grade 12 / Matric  
 Educational institution Lentegour Senior Secondary School  
 Educational qualification Matric Certificate  
 I could work In any general or administrative position. I have the necessary literacy skills and further work experience.

**Languages**

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	very good	very good	very good

**Computer knowledge**

I have intermediate computer skills. I have accurate and fast typing skills as well as comprehensive computer knowledge. I am able to work with any desktop application given the proper training. I am also aware of computer systems, their software and hardware.

**Additional information**

Driver licenses None  
 Salary you wish R12000 R per month