



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

Contacts and general information about me

Gender	Male
Residential location	Cape Flats Western Cape
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 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