



# Petunia Legodi

Curriculum Vitae (CV)

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

Please accept my enclosed application for the Specialist sales associated contract. I believe my skills and experience match the requirements of the position I am applying for. I am currently study as Public Administrator

In my former role as a Receptionist/Admin at JJ Plumbing. I handled admin work such as:

- Manage all incoming calls( switchboard)
- Set appointments with clients
- Handle plumbing incoming jobs
- Manage all complaints from clients
- Update and file Invoiced jobs

Preferred occupation	Receptionist Administrative jobs
Preferred work location	Sedibeng Gauteng

## Contacts and general information about me

Day of birth	1991-06-02 (33 years old)
Gender	Male
Residential location	Sedibeng 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	R9 000 R per month
How much do you earn now	00 R per month