



Colleen Mentoor

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Im currently unemployed,seeking for well fitted position in the banking ,Administration or Call centre industry, I'm a repetitive hard worker ,i know very well about time keeping/time management , i have what it takes to do the job and have it done in the SLA agreement and im more than willing to learn and adapt to any challenge or opportunity.

Your response is highly appreciated.

| | |
|-------------------------|---|
| Preferred occupation | Learnership Other jobs |
| | Administrators Administrative jobs |
| | Customer care agent Administrative jobs |
| Preferred work location | Johannesburg Gauteng |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1988-07-07 (36 years old) |
| Gender | Female |
| Residential location | Johannesburg Gauteng |
| 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 2015.07 iki 2017.06 |
| Company name | First National bank |
| You were working at: | Operations Clerk |
| Occupation | Unemployed |
| What you did at this job position? | Fica/Kyc Administration updating clients profiles by calling client for outstanding documents |

Working period **nuo 2014.10 iki 2015.05**
 Company name Nedbank
 You were working at: Operations Clerk
 Occupation Unemployed
 What you did at this job position? Fica/Kyc maintenance , updating and requesting outstanding documents

Working period **nuo 2014.07 iki 2014.10**
 Company name Standard bank
 You were working at: Administrators
 Occupation Unemployed
 What you did at this job position? Maintenance on clients profiles

Working period **nuo 2012.01 iki 2012.09**
 Company name Standard bank
 You were working at: Banking
 Occupation Unemployed
 What you did at this job position? Cash centre counting cash

Working period **nuo 2012.11 iki 2013.11**
 Company name Standard bank
 You were working at: Finance officer
 Occupation Unemployed
 What you did at this job position? Debiting and Crediting

Working period **nuo 2009.01 iki 2009.12**
 Company name Cell c
 You were working at: Sales consultant
 Occupation Unemployed
 What you did at this job position? Calling existing and non-existing clients to offer cellphone contracts

Education

Educational period **nuo 2002.01 iki 2007.12**
 Degree Grade 12 / Matric
 Educational institution Coronationville secondary
 Educational qualification Grade12

| | |
|---------------------------|--------------------------------|
| Educational period | nuo 2008.09 iki 2008.09 |
| Degree | Certificate |
| Educational institution | Cornerstone |
| Educational qualification | Distinction |
| I could work | In call centre |

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English | fluent | fluent | very good |

Computer knowledge

Ms word
 Ms excel
 Innternet
 Email
 Sap
 Hogan

Recommendations

Contact person Rhoda kamau
 Occupation Team leader
 Company Nedbank
 Telephone number 0847583180

Contact person Gugu vilakazi
 Occupation Team leader
 Company First National bank
 Telephone number 0605083268
 Email address Gugu.Vilalazi@fnb.co.za

Additional information

Your hobbies Soccer,listen to music
 Driver licenses B Light Vehicle ≤ 3,500kg
 Salary you wish 10000 R per month
 How much do you earn now 0.00 R per month