



Phumeza Phepheta

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Self motivated, hard working, excellent customer service background, good communication skills, computer skills, listening skills, office administration, time management, team leader, supervisory background, organising skills, planning, work well under pressure, enthusiastic, honest, integrity, and attention to detail.

Preferred occupation	Operations Clerk Administrative jobs
	Receptionist Administrative jobs
	Personal assistant Administrative jobs
	Filing clerk Administrative jobs
	Front Desk Agent Administrative jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1979-11-15 (45 years old)
Gender	Female
Residential location	Cape Town 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 2011.02 iki 2020
Company name	Clicks
You were working at:	Supervisor
Occupation	Trainee Manager
What you did at this job position?	Management

Working period **nuo 2005.12 iki 2010**
 Company name Edgars
 You were working at: Customer care agent
 Occupation Credit associat
 What you did at this job position? Customer service agent

Working period **nuo 2004.04 iki 2004.09**
 Company name Social services
 You were working at: Administrators
 Occupation Registry clerk
 What you did at this job position? Admin clerk

Education

Educational period **nuo 2006.01 iki 2000.12**
 Degree Grade 12 / Matric
 Educational institution Strelitzia high School
 Educational qualification Certificate
 I could work Office support

Educational period **nuo 2001.01 iki 2001.12**
 Degree Certificate
 Educational institution Cape college
 Educational qualification Business Management

Languages

Language	Speaking level	Understanding level	Writing level
isiXhosa	good	good	basic
English	very good	very good	very good

Computer knowledge

Ms word
 Ms excell
 Emails

Recommendations

Contact person	Shinaaz Ajam
Occupation	Manager
Company	Clicks Lansdown
Telephone number	+27833440667
Email address	Shinaaz.ajam@yahoo.com

Contact person	Tracy Ghalant
Occupation	Manager
Company	Clicks Edgemean
Telephone number	+27837140516
Email address	Tracy.ghalant@gmail.com

Additional information

Your hobbies	Socializing, meeting new people and learning about their cultures and beliefs, listening to music and alone time to just connect with myself.
Driver licenses	None
Salary you wish	10 000 R per month
How much do you earn now	6500 R per month