



# Roseline Nkoana

Curriculum Vitae (CV)

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

I am looking for administration , database administrator, project coordinator, clerk , safety administrator and safety officer

I have experience in customer services and debt collector from African bank and JDG Financial Services, Data capture and administrator from First National Bank and Invalid Administrator from Clientele life. I am a friendly, trustworthy and open-minded person. And I believe that I am ready to accept more responsibility. I am a diligent worker and take pride in my work and I am sure I can make a positive contribution to you company. I am looking for a strong environment to utilize my skills, experience and where I am constantly challenged and increase my level of experience. A problem solver who enjoys a challenge and can work well under pressure and possesses strong customer service skills, good communication skills and pay attention to details. I am quick to learn and adapt to new situations and technologies.

my skills are as follow-

Strong Admin and organization experience

Self-motivated team player

Ability to excel under pressure

Good time management skills

Maintaining good customer service

Communication skills

Computer skills

Preferred occupation

**Administrators**  
Administrative jobs

Preferred work location

**Mokopane / Potgietersrus**  
Limpopo

**Polokwane / Pietersburg**  
Limpopo

**Dendron**  
Limpopo

**Lephalale / Ellisras**  
Limpopo

**Lebowakgomo**  
Limpopo

Modimolle / Nylstroom  
Limpopo

Soekmekaar  
Limpopo

### Contacts and general information about me

Day of birth 1983-05-19 (41 years old)  
Gender Female  
Residential location Mokopane / Potgietersrus  
Limpopo  
Telephone number *Information is available only for registered users.*  
[Sign in](#)  
Email address *Information is available only for registered users.*  
[Sign in](#)

### Work experience

Working period **nuo 2011.08 iki dabar**  
Company name clientele life  
You were working at: Insurance administrator  
Occupation quality control administrator  
What you did at this job position? Verifying customer information on the database, Update and follow up on queries, verifying customer information using policy number, contact No and id number, using Microsoft Outlook, Excel, Words, Avaya to call client, Unity, Intouch, Telenet and D3 system. Sending and receiving emails and updating incomplete client id number, beneficiary details, debit date and non-resident document. Updating customer bank details on the system and confirming and updating premium and plan type on the system, logging calls to IT, checking my quality on nice system. Sending new application form for policy to the system to be captured. Scanning application forms and counting all documents from BEX.

Working period **nuo 2010.10 iki 2011.07**  
Company name FNB bank  
You were working at: Banking  
Occupation data capturee  
What you did at this job position? Scanning Customer's files, validating customer information on the system, Verifying customer information on the database, checking customer cheque and send to post, clean customer Signature on the system, Filling customer documents and using hogan to verify client's information.

### Education

Educational period **nuo 2004.02 iki 2008.04**  
 Degree Diploma  
 Educational institution ROSEBANK COLLEGE  
 Educational qualification BUSINESS INFORMATION TECHNOLOGY  
 I could work YES

Educational period **nuo 2014.07 iki 2014.07**  
 Degree Certificate  
 Educational institution NOSA  
 Educational qualification ASHEEP - INTRO TO SAMTRAC  
 I could work YES

Educational period **nuo 2014.12 iki 2014.12**  
 Degree Certificate  
 Educational institution NOSA  
 Educational qualification SAMTRAC  
 I could work YES

Educational period **nuo 2015.03 iki 2015.03**  
 Degree Certificate  
 Educational institution NOSA  
 Educational qualification INCIDENT INVESTIGATOR LEVEL 3  
 I could work YES

**Languages**

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
isiZulu	good	good	do not know
Sepedi	fluent	fluent	fluent
Sesotho	very good	very good	basic
Setswana	good	good	basic
Xitsonga	basic	basic	do not know
isiXhosa	good	good	do not know
SiSwati	basic	basic	do not know
Tshivenda	basic	basic	do not know
isiNdebele	basic	basic	do not know

**Computer knowledge**

ACCESS

POWER-POINT

WORDS

EXCEL

**Additional information**

Your hobbies	READING AND WATCHING TV
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2006-05-00 (18 years)
Salary you wish	16500 R per month
How much do you earn now	10500 R per month