

Curriculum Vitae
of
Sone' du Plessis

Personal Details

Full Names: Sone`
Surname: du Plessis
Date of Birth: 20 October 1992
Identity Number: 9210200097083
Gender: Female
Nationality: South African
Languages: Fluent in Afrikaans and English
Health: Excellent
Drivers License: Code 08
Marital Status: Single
Dependants: None
Address: 5 Barend Street
Witpoortjie
Roodepoort
1724
Contact Numbers: Mobile: 0725458225
E-mail Address: sonep@gmail.com
Availability: Immediately

Educational Qualifications

Secondary Education

Matriculated from Hoerskool Bastion 2010. The following subjects were completed.

- Afrikaans
- English
- Mathematics Literacy
- Life Orientation
- Business Studies
- Tourism
- Computer Applications Technology

Other Skills**Personal Skills**

- Flexibility to adapt to any working conditions
- Highly energetic and able to apply myself to a wide variety of tasks

- Result orientated
- Able to work under pressure
- Leadership abilities
- Able to work with people
- Self motivated
- Organized and determined to achieve results

Employment History

Company: 24hr Plumbing & Electrical

Period: March 2011 - August 2011

Position: Receptionist/Administrative Clerk

Duties:
Invoicing/Quotes
Making of payments
Monthly stats
Wages
Captured all data of jobs
Correspond with technicians
Answering and directing of calls

Reference: Frikkie Rall (Manager)
0827862483

Company: Toshiba - Copy Type Electronics

Period: August 2011 - Current

Position: Call Centre Consultant

Duties:
Log calls for faulty machines
Load new machines onto system
Loading points of interest of technicians on Tracker
Correspond with technicians
Deal with difficult clients

Reference: Lizell Muller (Manager)
(011) 796 8442

Qualifications and other references will be supplied on request
