CURRICULUM VITAE-DEBRAH PHEPHA DILOKE

Surname: Diloke

Full Names:Debrah Phepha

Gender:Female

Date Of Birth: 17 /03/1989

Id No:8903171173088

Marital Status: Married

Address:22 Outcrop Crescent

Cresswell Park

Roodepoort

1724

## Contact No: 0833724971

E-Mail:debbiemapolisa@gmail.com

# EDUCATIONAL DETAILS:

|  |  |  |
| --- | --- | --- |
| Last school attended | **:** | **West Ridge High School** |
| **Qualification** | **:** | SENIOR CERTICATE |
| **Year completed** | **:** | 2008 |
| **Subjects obtained** | **:** | Biology  Afrikaans,  Science  Home Economics  Maths  English  Life Orientation |

**TERTIARY EDUCATION**

|  |  |  |
| --- | --- | --- |
| School | **:** | **Gauteng Technical College** |
| **Qualification** | **:** | Marketing Management N4 |
| **Year** | **:** | 2012 |
| **Subjects** |  | **Semester Year**  Marketing N4  Entrepreneurship N4  Business communication N4  Computing Practise N4 |

# COMPUTER SKILLS

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|  |  |
| --- | --- |
| Name of Institution | Gauteng Technical College |
|  | * Ms Word |
|  | * Ms Excel |
|  | * Ms Access |
|  | * Ms PowerPoint |
|  | * Ms Office |

**HOBBIES AND INTERESTS**:

* Netball, Hockey and Computer games
* Reading Research Books and Organising Projects and Community Development.

**EMPLOYMENT HISTORY**

**COMPANY NAME :** Black Apple Consulting

**OSITION HELD : General Administrator**

**PERIOD :** 19 January 2009 to 19 December 2010

**DUTIES**

Responsible for answering all the incoming calls and assisting the senior staff on projects. Capturing of clients details, ensuring that detail captured are accurate and updated, taking minutes in every meeting. And doing all the data capturing and filing.

**COMPANY NAME :** Sure Finance (Ltd) Pty

**OSITION HELD : Call Centre Agent**

**PERIOD :** 05 January 2010 to 07 December 2011

**DUTIES**

Cold calling and presenting a funeral insurance policy from **Avbob.** Offering the upgrading to the existing clients. Capturing and updating the client’s information to the avbob system. Ensuring that all the daily and monthly targets are met and exceed every month. Dialling the sms’s leads

|  |  |  |
| --- | --- | --- |
| NAME | : | Tumelo Sydney Mokhethi |
| POSITION HELD | : | CEO (Black Apple Consulting) |
| * **CONTACT No.** | : | 011-079-7759 |
| * **CELL** |  | 073 326 6047 |

|  |  |  |
| --- | --- | --- |
| NAME | : | Sinethemba Siqila |
| POSITION HELD | : | Team Leader (Sure Finance) |
| * **CONTACT No.** | : | 011 760 1245 |
| * **CELL** |  | 0765475526 |

**ATTRIBUTES**

Self motivated, honest and represent able, keen to learn and expand my skills and knowledge, effective, commitment & professional. I am eager to learn, I can do anything I put my mind in to, and I like challenging my mind.

I as Debrah Phepha Diloke acknowledge that the information provided on this document is true and is the best of my Knowledge