

PALESA HOPE MOTSOANE

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📍 12320/93 Beverly Hills Phase 5 Marshalltown Street 1984

Personal Details

Date of Birth : 03/01/1994

Marital Status : Single

Nationality : African

Education

2015	Arcelor mittal science center Computer BCP
2012	Hoerskool Die Adelaar Matric Grade12
2014	Benny Recruitment and Training (Ltd.) Call Center Basic call center

Skills

Computer skills

Communication skills

Time management skills

Writing skills

Reading skills

Language

English

Afrikaans

South Sesotho

Experience

September 2018 - February 2019	Creditworx Debts Collection Agent My duty as a debt collections agent was to make out going calls (outbound) to a debtor, make them aware of their debt to a certain company that they owe and then advise them accordingly about the penalties and consequence of not paying the debt .Once they acknowledge I then negotiate for a settlement or payment arrangements
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January 2018 - June 2018	Merchants (Vodacom) Call Center Agent My role was to deal with contract holders, receive in coming (inbound) , made sure that the customer receives all answers to any queries they might have...it could be requests of their statement or items billing ;ending of contract as well as updating the customer's personal details etc..
June 2016 - November 2017	PPS Personally Assistant My role as a Personal Assistance was to work on leads to potential clients which were mostly doctor's and lawyer's who were working or even studying. Main purpose would be to sell the company's benefits and also pursue a meeting with a PPS adviser.
January 2013 - January 2013	Kelly Stock taking Keeping note of stock that is available in store as well as the stock that is needed

Reference

Sophie Dithebe - "Merchants (Vodacom)"

Supervisor
0731638982

Kamohelo Thekiso - "Nimble Group"

Supervisor
0795799002

Thabo Nemaxwi - "PPS Insurance "

Mananger
0116444229/0814740447

Leanne Victor - "Kelly"

Mananger
0169819220