

BOKANG NKONE

Personal Information

📞 Contact No: 069 872 7534

🔗 ID No: 0205296325082

@ Email Add: beekaynkone1@gmail.com

👤 Gender: Male

📍 Physical Add: 1497 Sadie Road, Princess, Roodepoort

SKILLS

Computer Literate

Negotiation Skills

Problem Solver

Attention To Detail

EXPERIENCE

MM WENTZEL

CALL Center Agent

📅 08/2023 - 04/2024 📍 Reference: Given 076 306 7946

- Providing information about products and services

SKILLS EMPIRE

Operations Administrator

📅 10/2022 - 04/2023 📍 Reference: Nonhlanhla Tsomondo 084 571 8952

- Creating learner/youth CV's of learners for external job opportunities
- Preparing learners for external job Interviews
- Communicating with about 10 external host sites
- Internal assessments and interviews

SKILLS EMPIRE

HR Administrator

📅 07/2022 - 09/2022 📍 Reference: Nobubele Ntiyantiya 011 568 1442

- Conducting inductions for learners
- Keeping up with the rules and regulations of the company
- Dealing with Resignations and Absconditions
- Distribution and maintaining of warnings
- Responsible for Disciplinarys
- Assembling and preserving attendance Registers
- Creating company policies

EDUCATION

Grade 12

Kgatelopele Secondary School

📅 2019

End User Computing, NQF 3

Skills Empire

📅 2022 - 2023

Microsoft Digital Literacy Productivity Programs

Thint'i'million

📅 2023