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| ***CURRICULUM VITAE***  ***OF***  ***KAGISO DAVID KGAKATSI*** |

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| ***PERSONAL DETAILS*** |

SURNAME : Kgakatsi

FIRST NAMES : Kagiso David

POSTAL ADDRESS : Flat No.61C : Barclay House

: 70 Plein Street

: Johannesburg

: 2001

GENDER : Male

MARITAL STATUS : Single

NATIONALITY : South African

ID NUMBER : 860401 6102 080

DATE OF BIRTH : 01 April 1986

HOME LANGUAGE : Tswana

OTHER LANGUAGES : English, Afrikaans, Sotho, Zulu & Pedi

DEPENDANT : None

CONTACT NO. : 076 999 8408 / 071 881 8261 /076 541 4187

E-MAIL ADDRESS : [kdkgakatsi@yahoo.com](mailto:kdkgakatsi@yahoo.com) /

[KagisoDavidKgakatsi@cellc.co.za](mailto:KagisoDavidKgakatsi@cellc.co.za)

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| ***EDUCATIONAL PROFILE*** |

HIGHEST STANDARD PASS : Grade 12

NAME OF SCHOOL : Tlhomelang senior secondary

YEAR OBTAINED : 2003

SUBJECTS : Setswana, English, Afrikaans,

Accounting, Economics,

Business Economics

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| ***INTEREST AND ACTIVITIES*** |

HOBBIES : Reading, Watching TV and Cooking

SPORT : Soccer, Volleyball, Tennis

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| ***TERTIARY EDUCATION*** |

NAME OF INSTITUTION : UNIWEST

DEGREE REGISTERED : B COM Degree *(incomplete*)

SUBJECT DONE : Programming

Computer Literacy (Practical)

Computer Literacy (Theory)

Accounting, Economics

Management, Statistics

***PERSONAL ATTRIBUTES***

COMPUTER LITERACY : Ms Word, Ms Excel

: Ms PowerPoint

: Email (Group Wise & Others)

: Internet & Others

: Systems usages (Crm, beam& other’s)

SKILLS : Good Interpersonal

: Communication & Admin

: Organizing & Telecommunication

: Filling & Typing

: Dispatch Incoming Post & Mails

STRENGTHS : Ability to work as a Team and alone

: Can handle any situation and pressure

: Fast Learner & Confidentiality

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| ***EMPLOYMENT HISTORY*** |

INSTITION : Cell C (Quest)

POSITION : Customer Services Consultant (Inbound)

DURATION : From May 2011 till now

DUTIES : Customer services, answering all incoming –

calls, resolving all queries regarding contract and prepaid customers, case’s escalations, resolving and dispatching. Solving credit control queries, collection on inbound calls.

Been second in charge in the absence of Team leader, leading the Team.

INSTITION : HiFinance (Incredible Connection)

POSITION : Administrator (40Hour)

DURATION : Jan – March 2011 Fixed Term Contract

DUTIES : Prospecting (Outbound), daily banking,

welcome calls, Credit applications,

customer complaints, Verifications and

Day to Day Admin.

INSTITION : Seakanyeng Civil & Building Contractors

POSITION : Admin and Storage Manager

DURATION : Sept 2009 Till Aug 2010

DUTIES : Performing all administration duties.

Receiving and recording all incoming

materials and checking up on all daily

usage of tools and materials, daily counting

of materials used and tools together with

looking after the storage room.

INSTITUTION : Zeleb Consulting Company

POSITION : Data capturer (Assistant Project manager)

DURATION : From Nov 2008 Till Feb 2009

DUTIES Assisting Project Manager with all necessary reconciliations and auditing of PHP Project and other Projects like Greenfields which was issued by Department of Housing to the Municipalities. Typing and Capturing the audited Projects information and the payments that was paid to the projects by the Department of Housing to Municipalities.

INSTITUTION : Edcon (Jet Stores Westgate Mall)

POSITION : Canvasser/Customer service

DURATION : From March – October 2008

DUTIES : Dealing with new accounts

applications, accounts queries

and customer services.

INSTITUTION : Department of Education

POSITION : Admin and HR department (Volunteering)

DURATION : From Feb 2007 – Jan 2008

DUTIES : Procurement &Salary,Registry &HR Admin

: Rendering Secretarial & Typing Services

: and Switchboard Operator. Making orders

: orders for all Departmental necessities and

: maintain record and Filling system.

INSTITION : J.R. Construction & Paving

POSITION : Admin Clerk/Storage Supervisor

DURATION : From 2004 Till 2005

DUTIES : Receiving the material and updating.

: Attendance register, Issue the salaries of

: other employees. Keeping all working

: tools together everyday and assisting other

: hand layer when there is shortage.

***REFERENCE***

NAME : Mr. Kamogelo Belebesi

POSITION : Team Leader (Cell C)

CONTACT NUMBER : (084) 777 2116

NAME : Ms Violet

POSITION : Senior Administrator (HiFinance)

CONTACT NUMBER : (011) 475 2026

NAME : Mr. Robert Thale

POSITION : CEO Seakanyeng

CONTACT NUMBER : 083 483 3777

NAME : MR Prince Nkosi

POSITION : Director (Zeleb consulting)

CONTACT NUMBER : 0785337352 011543 7880 0117815989

NAME : Ms N.S.L. Raleie

POSITION : APO Manager (Dep of Education)

CONTACT NUMBER: : (018) 384 1426/1412 / 083 675 1676