CURRICULUM VITAE OF JABULANI GIFT BALOYI

PERSONAL DETAILS

Surname : Baloyi
Full Names : Jabulani Gift
Date of Birth : 1985-08-07
Identity Number : 8508075582084
Gender : Male
Race : African
Nationality : South African
Postal Address : No 376 Iqcaqca Section
Tembisa
1632
Contact Number : 073 202 2451
Other Contact Number : 082 596 8977
E-mail Address : Jabulanigift85@gmail.com

Home Language : Xitsonga
Language Proficiency

	English	Venda	Zulu	Sotho
Speak	Good	Good	Good	Good
Write	Good	Fair	Fair	Fair
Read	Good	Fair	Fair	Fair

Marital Status : Single
Criminal Record : None
Driver Licence : C1 (Code 10)

EDUCATIONAL QUALIFICATION

MATRICULATION

Name of School : Gija Ngobe High School
Highest Grade Passed : Grade 12
Year Completed : 2003

TERTIARY QUALIFICATION

Name of Institution : Vaal University of Technology
Qualification : ND Tourism Management
Subjects Passed : Travel and Tourism 3, Tourism Management 3, Tourism Development 2, Marketing for Tourism 2, Communication, Media and Public Relation 1, Computer Literacy, Law for Tourism

Name of Institution : Nosa Training Academy
Qualification : National Certificate for Sumtrec
Modules : Facilitate the Development, Implementation and Maintenance Of Health, Safety and Environment Management System
Year : 2017

Name of Institution : IQ Academy
Qualification : Logistics and Transportation Management
Year : Currently studying

Name of Institution : Occupational Health and Safety Training
Qualification : First Aid (Level 1) Certificate
Year : 2018

Name of Institution : Proviso Training Collage
Qualification : Basic Fire Fighter
Year : 2018

WORKING EXPERIENCE

Previous Employer : Kruger National Park (SANParks)
Position Held : Receptionist/Front Office
Reason for leaving : End of Contract
Duration : 01-02-2010 to 31-01-2014
Main Duties Performed : Reservation, Filling all Necessary Documents, Welcoming Guest, Processing Vouchers, Collecting Revenue, Selling Activities

Current Employer : Avis Budget Rental and Leasing
Position Held : Termination and Driver Agent
Duration : 03-02-2014 to 16-07-2017
Main Duties Performing : Car inspection, delivery and collection of cars, planning daily Manifest and fleet

Current Employer : Avis Budget Rental and Leasing
Position Held : Roadside and Emergency Call Center Agent
Duration : 17-06-2017 to 31-07-2023
Main Duties Performing : Attending incoming and outgoing Calls, Emails, Breakdown Cases, Accident Cases and Stolen Cars Cases, Invoicing, Petrol authorization, assisting with fleet breakdown, logging Calls on AS400 and K2 system, Logging Fleet accident cases

Current Employer : Avis Fleet
Position Held : Technical Customer Care Consultant Agent
Duration : 01-08-2023 to date
Main Duties Performing : Ensure that the strategic Company Maintenance profit targets Are met or exceeded
: Ensure that Vehicle downtime targets are achieved
: Reduce the costs of maintaining vehicle by analysing and Evaluating the maintenance request and applying technical and commercial judgment
: Ensure that customer calls and queries are answered and resolved within specific contractual relationships.
: Assisting customer with approval and sending maintenance request authority for approval to customer

COMPETENCIES AND ATTRIBUTES

- Computer Literate(Microsoft Office)

- Knowledge of the Health, Safety and Environmental
- Well-developed English, Written and Oral Communication Skills
- Interpersonal Skills, Honesty and hard working person
- Ensure a safe and healthy work environment that complies with health and safety legislation
- Conduct regular on site appraisals of premises and housekeeping, electrical, mechanical and personal safe guards
- Ensure that all employees in area of responsibility fully understand the requirements of existing health and safety legislation
- Skills of handling telephone calls and redirect calls to other individuals
- Ability to work under pressure

HOBBIES

Playing Soccer, Watching Television, Reading Newspaper and Magazines, Internet Surfing

REFERENCE

Name	: Nostah Mgiba Skhatane
Position	: Supervisor
Place	: Kruger National Park (Phalaborwa Gate)
Telephone	: (013) 735 3549
Mobile	: 083 740 7576

Name	: Mpho Msibi
Position	: Supervisor
Place	: Avis Rent a Car
Telephone	: (015) 793 2014
Mobile	: 074 231 1538

Name	: Puleng Tsotetsi
Position	: Manager
Place	: Avis Rent a Car (Isando Head Office)
Telephone	: (011) 552 9000
Mobile	: 072 692 6081