

# Noluthando Kubheka

Curriculum Vitae (CV)

#### What job i'm looking for? My positive points

- -I'm a 30 year old goal driven female who has a passion for administration and customer service.
- I work exceptionally well within a team as well as individually.
- I am computer literate, can communicate via email and I have great telephonic etiquette.
- I am a fast learner and very good at problem solving, I can think on my feet when under pressure.
- I meet deadlines / targets and I perform all duties assigned to me to the best of my abilities.
- I love adding value wherever given a chance.

Preferred occupation Administrators

Administrative jobs

Generals General jobs

Preferred work location Johannesburg

Gauteng

# Contacts and general information about me

Gender Female

Residential location Johannesburg

Gauteng

Telephone number Information is available only for registered users.

Sign in

Sign in

# Work experience

Working period **nuo 2013.09 iki 2016.03** 

Company name Truworths (uzzi)

You were working at: Direct sales consultant

Occupation Sales consultant and cashier

Working period nuo 2018.06 iki 2019.11

Company name ITalk Call Center Solutions

You were working at: Telemarketers

Occupation Call center agent

What you did at this job position? Outbound calls

Working period **nuo 2020.10 iki 2021** 

Company name Fidelity Security Group

You were working at: Operations controller

Occupation Administrator
What you did at this job position? Administration

#### **Education**

Educational period **nuo 2011.11 iki 2012.12** 

Degree Grade 12 / Matric

Educational institution Siphosini high school

# Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	fluent	fluent	fluent
isiXhosa	very good	very good	very good
Sesotho	good	good	good
Afrikaans	basic	good	good

#### Computer knowledge

Microsoft office, excel, word, Adobe

#### Recommendations

Contact person Olivia Fritz
Occupation Mananger

Company Fidelity security services

Telephone number 0837264662

### **Additional information**

Your hobbies Reading

Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg

Driver license from 2017-05-00 (7 years)
Salary you wish 12000 R per month
How much do you earn now 7800 R per month