



Bongeka Vezi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

As required , I am able to work in a very high pressure environment and over the years I have accustomed my self to work diligently and effectively in such situations. My knowledge of handling daily activities of the employer and office is above par.

Preferred occupation	Sales agent Sales jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1994-05-26 (31 years old)
Gender	Female
Residential location	Johannesburg Gauteng
Telephone number	Information is available only for registered users. Sign in
Email address	Information is available only for registered users. Sign in

Work experience

Working period	nuo 2015.06 iki 2016.06
Company name	velociti call center
You were working at:	Telemarketers
Occupation	sales and services representative
What you did at this job position?	initiating sales with potential customers over the phone . 2.handle customer billing inquiries both over the phone and by email 3. gathering and documenting customer infomation ,payment methods, purchases and reactions to products 4.sales objection handling 5.update existing customer information 6. follow up on calls where required either telephonically or by email . 7. follow up on calls

Working period	nuo 2019.05 iki 2019.05
Company name	Tayi Tayi Business Services
You were working at:	Production coordinator
Occupation	Administrator
What you did at this job position?	fielding telephone calls 2. receive and directing visitors 3.word processing 4.creating presentations 5.filling \ bookkeeping

Education

Educational period	nuo 2014.01 iki 2014.12
Degree	Grade 12 / Matric
Educational institution	isizinda secondary school
Educational qualification	grade 12

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	fluent	fluent	fluent

Computer knowledge

microsoft office , adobe , excel

Additional information

Your hobbies	music and reading
Driver licenses	None
Salary you wish	6000 R per month