



Gugu Khambule

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for admin jobs which I have strengths in since I am working as a call centre agent. I can do general work as I have worked in Retail for more than 3 years. I have worked as a Fresh Produce assistant, placing orders, quality checking all the goods on delivery and taking care of my working space.

Preferred occupation	Generals General jobs
Preferred work location	Pietermaritzburg KwaZulu-Natal

Contacts and general information about me

Gender	Female
Residential location	Durban City KwaZulu-Natal
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2021.01 iki 2022.09
Company name	Telkom
You were working at:	Call Centre agent
Occupation	Call centre agent
What you did at this job position?	Take call on daily basis, Dealing with different issues. Escalation to different departments. Giving feed back on cases logged, mailing documents to customers assisting with network related issues, assisting with blacklisting and whitelisting of lost or stolen devices. Requesting paid up letters and also assisting with general cellphone and router issues

Working period	nuo 2018.02 iki 2020.12
Company name	SPAR
You were working at:	Shop assistants
Occupation	Produce Assistant
What you did at this job position?	I made orders, stock counting on arrival, quality checking, pricing and invoicing

Education

Educational period	nuo 2007.01 iki 2007.12
Degree	Grade 12 / Matric
Educational institution	Vukuzakhe High School
Educational qualification	Matric
I could work	Yes

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	fluent
isiZulu	fluent	fluent	fluent
SiSwati	very good	very good	very good

Computer knowledge

I am familiar with Microsoft Office. End user level

Recommendations

Contact person	Nondumiso
Occupation	Team Leader
Company	Telkom
Telephone number	0657337323
Email address	shangen7@telkom.co.za

Additional information

Your hobbies	I am usually indoors which makes me stay glued to my books and good music. I go out once in a while
Driver licenses	None
Salary you wish	6000 R per month
How much do you earn now	5000 R per month