



Gcotyiswa Zandulela

Curriculum Vitae (CV)

What job i'm looking for? My positive points

The kind of job that I am looking for would be one that is involved with administrative work; customare care or e even dealing with finances.

My positive points I am great at organizing data; proficient in all Microsoft programs; have excellent communication skills and I work well both individually or as part of a team.

Preferred occupation Data capturers
 Administrative jobs

Generals
General jobs

Preferred work location East London
 Eastern Cape

Johannesburg
Gauteng

Bloemfontein
Free State

Contacts and general information about me

Day of birth 1998-05-21 (26 years old)

Gender Female

Residential location Stutterheim
 Eastern Cape

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 2021.10 iki 2021.12**

Company name Discovery

Occupation Customer Care Consultant

What you did at this job position? Dealt first hand with customer queires and grievances. This involved a lot of problem solving and people skills, as I dealth with various personalities and emotions from the customers.

Working period **nuo 2021.03 iki 2021.05**

Company name Amazon

Occupation Customer care representative

What you did at this job position? Ensured customer orders arrived at the correct place and at the correct time. This involved a lot of data handling and fast typing, as it was in a fast paced competitive work environment.

Languages

| Language | Speaking level | Understanding level | Writing level |
|-----------|----------------|---------------------|---------------|
| Afrikaans | fluent | very good | very good |
| English | fluent | very good | very good |
| isiXhosa | fluent | very good | very good |

Computer knowledge

Microsoft Word; Excel; Teams; Outlook and PowerPoint.

Additional information

Driver licenses B Light Vehicle ≤ 3,500kg

Driver license from 2017-06-00 (6 years)

Salary you wish R12000 R per month

How much do you earn now R13000 R per month