



Nonhlanhla Kunene

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Receptionist/ Admin/ office assistant

My positive qualities are that I work well with others, have good telephone etiquette and I am punctual.

Preferred work location Sedibeng
Gauteng

Contacts and general information about me

Day of birth	1983-03-18 (41 years old)
Gender	Female
Residential location	Johannesburg Gauteng
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 2013.08 iki 2019.09
Company name	Multichoice
You were working at:	Call Centre agent
Occupation	Customer Service Representative
What you did at this job position?	Receive calls from customers to assist them with the companies product, I would also assist with technical and billing queries
Working period	nuo 2013.01 iki 2013.06
Company name	Qrent IT Solutions
You were working at:	Administrators
Occupation	Project Administrator
What you did at this job position?	Assisting the Project Manager with admistation duties regarding the SAPU project, also worked as a travellng sales representative, I was also assisting with taking orders and arranging delivery for customers

Working period	nuo 2011.09 iki 2012.12
Company name	Khanyisa Insurance Brokers
You were working at:	Telemarketers
Occupation	Telesales, switchboard and General Worker
What you did at this job position?	Receive calls from clients, make calls to potential client selling insurance and also cleaning the office

Education

Educational period	nuo 2001.01 iki 2003.12
Degree	Diploma
Educational institution	Durban University of Technology
Educational qualification	ND: Fashion
I could work	Yes

Educational period	nuo 2007.03 iki 2007.03
Degree	Certificate
Educational institution	Cornerstone HR
Educational qualification	Call Center Agent
I could work	Yes

Educational period	nuo 1996.01 iki 1999.12
Degree	Grade 12 / Matric
Educational institution	Siyamukela High School
Educational qualification	Senior Certificate
I could work	Yes

Languages

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

Computer knowledge

Ms Word
 Ms Office
 Power Point
 Ms outlook

Recommendations

Contact person	Anele Mtiki
Occupation	Manager
Company	Multichoice
Telephone number	0736378916
Email address	anele.mtiki@multichoice.co.za

Contact person	Nereshnee Elijah
Occupation	Internal Sales and Business Manager
Company	Qrent IT Solutions
Telephone number	0749047454

Contact person	Irene Fortuin
Occupation	CEO
Company	Khanyisa Insurance Brokers
Telephone number	0114825452 / 0836481993

Additional information

Your hobbies	Reading Novels, watching Movies, going out with friends.
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2020-09-00 (3 years)
Salary you wish	6000 R per month
How much do you earn now	None R per month