



# Sylvia Gajana

Curriculum Vitae (CV)

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

I am a hard working, reliable and responsible individual with a clear criminal record. I possess primary skills that include clear verbal and written communication, problem solving and computer skills. Additionally, adaptability and time- management are part of my skill set with proficiency in organization. I am open to new experiences, any entry level jobs I have call center and front desk receptionist experience.

Preferred occupation

Receptionists

Hotel jobs

Customer care agent

Administrative jobs

Call Centre agent

Administrative jobs

Front Desk Agent

Administrative jobs

Preferred work location

Johannesburg

Gauteng

## Contacts and general information about me

Day of birth

2000-03-30 (24 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.*

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## Work experience

Working period **nuo 2019.01 iki 2021.03**

Company name Urban Circle

You were working at: Receptionists

Occupation Front desk receptionist

What you did at this job position? Meeting and greeting clients. Booked meetings. Kept the reception area tidy. Answered and forwarded phone calls. Responded to customer queries via emails and calls Supplied visitors with refreshments and helped them navigate through the building

Working period **nuo 2021.05 iki 2022.11**

Company name Italk financial services

You were working at: Telemarketers

Occupation Sales Agent

What you did at this job position? I worked as an outbound sales agent, I called potential clients and offered them services that were offered by the company

### Education

Educational period **nuo 2015.01 iki 2017.12**

Degree Grade 12 / Matric

Educational institution Bridgetown High School

Educational qualification Matric

### Languages

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

### Computer knowledge

Microsoft Excel, Microsoft word, Microsoft Powerpoint , Microsoft Access, Windows, MAC OS

### Recommendations

Contact person Wendy

Occupation team leader

Company Italk financial services

Telephone number 0647773259

### Additional information

Driver licenses None

Salary you wish 5000 R per month

How much do you earn now 00 R per month