



Nompumelela Zwane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I believe my experience, skills, will to learn and drive would make the ideal candidate for this position.

Thank you for taking my application into consideration and trust that it will receive your favor.

Kind Regards

Miss N. N Zwane

072 762 4827

076 788 7030

Preferred occupation

Administrators

Administrative jobs

Good Day

Receptionist

Administrative jobs

My name is Nompumelela Zwane and I am a 29 year old reserved and well mannered extrovert who Admin assistant has a passion for exceptional customer service delivery.

Front office assistant

Administrative jobs

I am fluently bilingual in English and Zulu and have excellent written and verbal communication skills in both languages. I am an extrovert, ambitious and hardworking individual with good Admin assistant interpersonal skills. I am a team player who is receptive to constructive criticism and learning on order to grow and to excel in any duties and tasks I am assigned.

Data capture

Administrative jobs

Debt collectors

Administrative jobs

I have good analytical ,administrative and data capturing skills and pay attention to detail. I have professional telephone etiquette and am an attentive listener with a passion for customer service and offering service above self. I am a fast learner who is computer literate and strives to build

Contacts and general information about me

rapport and credibility for any brand I am an ambassador for.

Day of birth

1986-12-23 (39 years old)

Gender

Female

I am target and results driven,am always willing to exceed what is expected of me and conduct

Residential location

Durban City

myself in a professional manner .

KwaZulu-Natal

Telephone number

Information is available only for registered users.

I have acquired computer literacy skills,good written and verbal communication skills , proactivity ,

Email address

Information is available only for registered users.

problem solving skills, patience and attentiveness which can be attributed to my experience in the

customer service orientated, Sales and Telemarketing and Debt collections industries I have offered

Work experience

I have a high threshold for pressure and have tolerance for irate and unco-operative clients have a proven track record for resolving all queries and disputes client may have.

I would like to contribute the skills and knowledge I have acquired in the vast industries I have being employed in and to add value to the team and company I am a part of.

Working period	nuo 2014.06 iki 2016.05
Company name	MMM Capital
You were working at:	Other jobs
Occupation	Debt collections consultant
What you did at this job position?	Debt collection on all Telkom and Telkom mobile accounts , negotiating payment arrangements with clients , accurately capturing clients' details on the system , invoicing clients , resolving all disputes and grievances timeously amending clients ' ITC profile on all settled accounts and assisting with line reconnection.
Working period	nuo 2013.03 iki dabar
Company name	Fernwood Business College
You were working at:	Telemarketers
Occupation	Sales consultant and demonstrator
What you did at this job position?	Cold call potential clients offering our Maths electronic self study program marketing our program, conduct demonstrations for parents be students to educate them about the importance of good grade on Maths , accurately capture clients details on the system, hosting field demonstrations at schools and community halls , delivering programs to clients, offer customer service and process applications.
Working period	nuo 2012.08 iki 2013.01
Company name	Like Minds
You were working at:	Telemarketers
Occupation	Sales and telemarketing consultant
What you did at this job position?	Cold calling potential clients marketing Vodacom packages and contracts , accurately capturing clients details on the system, accurate selslect correct packages for the clients and processing sales , ensuring timeous delivery of packages , customer service , building rapport and credibility for the Vodacom brand and resolve disputes and grievances .
Working period	nuo 2011.04 iki 2012.06
Company name	Velocity
You were working at:	Telemarketers
Occupation	Sales and telemarketing consultant
What you did at this job position?	Cold calling potential clients marketing Vodacom packages and contracts , accurately capturing clients details on the system, accurate selecting correct packages for the clients and processing sales , ensuring timeous delivery of packages , customer service , building rapport and credibility for the Vodacom brand and resolving all disputes and grievances .

Working period	nuo 2009.06 iki 2011.05
Company name	Blake and Associates
You were working at:	Other jobs
Occupation	Debt collections and administration consultant
What you did at this job position?	Debt collection on all Truworths accounts , negotiating payment arrangements with clients , accurately capturing clients' details on the system , resolving all disputes and grievances timeously amending clients ' ITC profile on all settled accounts, offering customer service and resolving all disputes and grievances .

Education

Educational period	nuo 2000.01 iki 2005.12
Degree	Grade 12 / Matric
Educational institution	Park hill High

Languages

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

Computer knowledge

Microsoft word, outlook, excel and PowerPoint

Recommendations

Contact person	Mr Sbongseni Ntuli
Occupation	Manager
Company	Fern wood Business College
Telephone number	084 7014375
Contact person	Mr Eric Antwi
Occupation	Director
Company	lyon consulting
Telephone number	0744950090
Email address	ericpermitassistance@gmail.com
Contact person	Miss Kelly
Occupation	Supervisor
Company	Like Minds
Telephone number	087 944 5444

Additional information

Your hobbies	Watching documentaries, reality programs and news, cooking, solving cross word puzzles and socializing.
Driver licenses	None
Salary you wish	8500 R per month
How much do you earn now	7500 R per month