



Precious Gumede

Curriculum Vitae (CV)

What job i'm looking for? My positive points

My name is precious from the southcoast umthwalume im 28 years with matric,computers and admin,cashier and callcentre certificates i am a very dedicated person fluent in english have good telephonic ettiquette, good communication skills,i give my all when given a task i can also do cleaning jobs because i have worked at a beach cottage as a domestic worker,i am also very good with kids i have a loving heart i am of sober habits with no criminal record

Preferred occupation

Administrators

Administrative jobs

Cashiers

Retail, store jobs

Receptionists

Hotel jobs

Chambermaid

Hotel jobs

Nannies

Nanny, babysitter, child care jobs

Preferred work location

South Coast (Ugu)

KwaZulu-Natal

Durban City

KwaZulu-Natal

South Suburbs

KwaZulu-Natal

Contacts and general information about me

Day of birth

1988-10-19 (37 years old)

Gender

Female

Residential location

South Coast (Ugu)

KwaZulu-Natal

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 2010.10 iki 2010.10
Company name	Statistics sa
You were working at:	Other jobs
Occupation	Fieldworker
What you did at this job position?	Going to people door to door and collecting confidential information for the cencus counting more like a survey and reporting back to my coordinator i learned about confidentiality and meating deadlines

Education

Educational period	nuo 2002.01 iki 2006.12
Degree	Grade 12 / Matric
Educational institution	Mdlangaswa high school
Educational qualification	Matric
Educational period	nuo 2007.01 iki 2007.12
Degree	Certificate
Educational institution	Computer college sa
Educational qualification	Computers and admin
I could work	Receptionist,pa,admin assistance,data capture
Educational period	nuo 2009.03 iki 2009.04
Degree	Certificate
Educational institution	Patnet
Educational qualification	Computerised cashier
I could work	Cashier
Educational period	nuo 2013.04 iki 2014.03
Degree	Certificate
Educational institution	Niit coastal college
Educational qualification	Contact centre operations
I could work	Inbound /customer service consultants

Languages

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

Computer knowledge

ms excel

ms powerpoint

ms access

I have a certificate in computers i did

Conferences, seminars

ms word

Last year i attended assessments from an npo named HARAMBEE which taught me good working ethics and behaviours in a work environment, i also attended their bridging course where i attained a certificate after completion

Additional information

Your hobbies	I like kids,i like using computers and most of my time i spend readin which increase my english
Driver licenses	None
Salary you wish	3000 R per month