



Elaine Taka

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am an independent ,objective and open-minded young lady eager to make use of the knowledge and skills I have acquired over the past few years .I completed my honors degree in English and communication in 2015.For my work related experience i worked at Econet Wireless Zimbabwe one of the best telecommunication companies in Zimbabwe.I was attached in Customer Care department were i also undertook administative roles ,public relations roles as well as front office roles.I was also involved in sales and marketing of overlay services provided by the company.I am very practical hence I derive great pleasure from interacting with others to not only develop ideas but to solve as well .I highly value devotion to ones work and I am willing to go an extra mile to ensure that work is up to standard .Knowing that one can never be a bearer of wisdom , I embrace each day of my life as an opportunity to learn from others ,situations as well as discourses because learning is a lifelong process.I believe the combination of my skills and experience is a good reason why employees should hire me for any of the jobs i have mentioned above.

Preferred occupation

Secretaries
Administrative jobs

Telemarketers
Sales jobs

Editors
Media, journalism jobs

Receptionists
Hotel jobs

Preferred work location

Durban City
KwaZulu-Natal

Adelaide
Eastern Cape

Cape Town
Western Cape

Contacts and general information about me

Day of birth 1991-12-28 (34 years old)

Gender Female

Residential location Durban City
KwaZulu-Natal

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 2014.02 iki 2015.03**
 Company name Econet Wireless Zimbabwe
 You were working at: Telemarketers
 Occupation Customer Care Representative
 What you did at this job position? assisting customer queries, PR duties, marketing and advertising

Education

Educational period **nuo 2012.01 iki 2015.12**
 Degree Honours
 Educational institution Midlands State University
 Educational qualification Honours degree in English and Communication
 I could work NOW

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Computer knowledge

SPSS - Creation of new data sheets

Define variables,

Data coding,

Data capturing

And descriptive statistics

Microsoft Office

Microsoft word, PowerPoint ,excel

Recommendations

Contact person Admire Mhishi
 Occupation Brand Manager
 Company Econet wireless Zimbabwe
 Telephone number +2263 774 222 418
 Email address Admire.Mhishi@econet.co.zw

Additional information

Your hobbies	reading novels
Salary you wish	8000 R per month
How much do you earn now	7000 R per month