



# 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 administrative 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 (33 years old)

Gender

Female

Residential location

**Durban City**

KwaZulu-Natal

Telephone number

Information is available only for registered users.  
[Sign in](#)

Email address

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### 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