



# Onesimo Onie Gana

Curriculum Vitae (CV)

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

Customer service oriented. I love helping and attending to customer queries rather than selling. Am basically looking for financial stability and to work in an environment that i enjoy so much so i wont dread waking up each day to go to work. Im a reliable employee and a fast learner thats looking to join a company where i can grow my career and myself as an individual.

Preferred occupation                      Customer care agent  
Administrative jobs

Receptionist  
Administrative jobs

Preferred work location                      Durban City  
KwaZulu-Natal

## Contacts and general information about me

Day of birth                                      1994-05-19 (31 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.*  
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## Work experience

Working period                                      **nuo 2017.05 iki 2018.10**

Company name                                      KZN Department of Social Development-Ethekwini Cluster

You were working at:                              Administrators

Occupation    Intern

What you did at this job position?              Administrative assistant in different sections,  
HR,Finance,Acting Pa to cluster chief director, receptionist

Working period	<b>nuo 2018.10 iki 2020.02</b>
Company name	CCI
You were working at:	Customer care agent
Occupation	Customer Service Management for UK Mobile Service Provider
What you did at this job position?	Resolving customer queries and negotiating suitable resolutions to restore brand image

### Education

Educational period	<b>nuo 2015.06 iki 2016.12</b>
Degree	Diploma
Educational institution	Ethekwini Tvet College
Educational qualification	Diploma:Public Management
I could work	Government or any state owned entities, doing administrative work

### Languages

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

### Computer knowledge

Microsoft office  
Adobe

### Conferences, seminars

Na

### Recommendations

Contact person	Felicity Kisten
Occupation	HR Supervisor
Company	Social Development
Telephone number	0313368717
Email address	kisten@kznsocdev.gov.za
Contact person	Delina Chetty
Occupation	Team Manager
Company	CCI
Telephone number	+27 74 308 1337
Email address	Delina.Chetty@cci-sa.co.za

### Additional information

Your hobbies	Reading Watching Tv series/Movies
Driver licenses	None
Salary you wish	10k+ R per month
How much do you earn now	7000 R per month