



# Bongeka Vezi

Curriculum Vitae (CV)

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

As required , I am able to work in a very high pressure environment and over the years I have accustomed my self to work diligently and effectively in such situations. My knowledge of handling daily activities of the employer and office is above par.

Preferred occupation	Sales agent Sales jobs
Preferred work location	Johannesburg Gauteng

## Contacts and general information about me

Day of birth	1994-05-26 (30 years old)
Gender	Female
Residential location	Johannesburg Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2015.06 iki 2016.06</b>
Company name	velociti call center
You were working at:	Telemarketers
Occupation	sales and services representative
What you did at this job position?	initiating sales with potential customers over the phone . 2.handle customer billing inquiries both over the phone and by email 3. gathering and documenting customer infomation ,payment methods, purchases and reactions to products 4.sales objection handling 5.update existing customer information 6. follow up on calls where required either telephonically or by email . 7. follow up on calls

Working period **nuo 2019.05 iki 2019.05**  
 Company name Tayi Tayi Business Services  
 You were working at: Production coordinator  
 Occupation Administrator  
 What you did at this job position? fielding telephone calls 2. receive and directing visitors 3.word processing 4.creating presentations 5.filling \ bookkeeping

### Education

Educational period **nuo 2014.01 iki 2014.12**  
 Degree Grade 12 / Matric  
 Educational institution isizinda secondary school  
 Educational qualification grade 12

### Languages

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

### Computer knowledge

microsoft office , adope , excel

### Additional information

Your hobbies music and reading  
 Driver licenses None  
 Salary you wish 6000 R per month