



# Gcotyiswa Zandulela

Curriculum Vitae (CV)

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

The kind of job that I am looking for would be one that is involved with administrative work; customare care or e even dealing with finances.

My positive points I am great at organizing data; proficient in all Microsoft programs; have excellent communication skills and I work well both individually or as part of a team.

Preferred occupation	Data capturers Administrative jobs
	Generals General jobs
Preferred work location	East London Eastern Cape
	Johannesburg Gauteng
	Bloemfontein Free State

## Contacts and general information about me

Day of birth	1998-05-21 (26 years old)
Gender	Female
Residential location	Stutterheim Eastern Cape
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 2021.10 iki 2021.12</b>
Company name	Discovery
Occupation	Customer Care Consultant
What you did at this job position?	Dealt first hand with customer queires and grievances. This involved a lot of problem solving and people skills, as I dealth with various personalities and emotions from the customers.

Working period **nuo 2021.03 iki 2021.05**  
Company name Amazon  
Occupation Customer care representative  
What you did at this job position? Ensured customer orders arrived at the correct place and at the correct time. This involved a lot of data handling and fast typing, as it was in a fast paced competitive work environment.

### Languages

Language	Speaking level	Understanding level	Writing level
Afrikaans	fluent	very good	very good
English	fluent	very good	very good
isiXhosa	fluent	very good	very good

### Computer knowledge

Microsoft Word; Excel; Teams; Outlook and PowerPoint.

### Additional information

Driver licenses B Light Vehicle ≤ 3,500kg  
Driver license from 2017-06-00 (7 years)  
Salary you wish R12000 R per month  
How much do you earn now R13000 R per month