



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> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2021.10 iki 2021.12
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