



# Nonhlanhla Kunene

Curriculum Vitae (CV)

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

Receptionist/ Admin/ office assistant

My positive qualities are that I work well with others, have good telephone etiquette and I am punctual.

Preferred work location                      Sedibeng  
Gauteng

## Contacts and general information about me

Day of birth    1983-03-18 (41 years old)  
Gender    Female  
Residential location                                      Johannesburg  
Gauteng  
Telephone number                                      *Information is available only for registered users.*  
[Sign in](#)  
Email address    *Information is available only for registered users.*  
[Sign in](#)

## Work experience

Working period    **nuo 2013.08 iki 2019.09**  
Company name    Multichoice  
You were working at:                                      Call Centre agent  
Occupation    Customer Service Representative  
What you did at this job position?                      Receive calls from customers to assist them with the companies product, I would also assist with technical and billing queries

Working period    **nuo 2013.01 iki 2013.06**  
Company name    Qrent IT Solutions  
You were working at:                                      Administrators  
Occupation    Project Administrator  
What you did at this job position?                      Assisting the Project Manager with admistation duties regarding the SAPU project, also worked as a travellng sales representative, I was also assisting with taking orders and arranging delivery for customers

Working period **nuo 2011.09 iki 2012.12**  
 Company name Khanyisa Insurance Brokers  
 You were working at: Telemarketers  
 Occupation Telesales, switchboard and General Worker  
 What you did at this job position? Receive calls from clients, make calls to potential client selling insurance and also cleaning the office

**Education**

Educational period **nuo 2001.01 iki 2003.12**  
 Degree Diploma  
 Educational institution Durban University of Technology  
 Educational qualification ND: Fashion  
 I could work Yes

Educational period **nuo 2007.03 iki 2007.03**  
 Degree Certificate  
 Educational institution Cornerstone HR  
 Educational qualification Call Center Agent  
 I could work Yes

Educational period **nuo 1996.01 iki 1999.12**  
 Degree Grade 12 / Matric  
 Educational institution Siyamukela High School  
 Educational qualification Senior Certificate  
 I could work Yes

**Languages**

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

**Computer knowledge**

Ms Word  
 Ms Office  
 Power Point  
 Ms outlook

**Recommendations**

Contact person	Anele Mtiki
Occupation	Manager
Company	Multichoice
Telephone number	0736378916
Email address	anele.mtiki@multichoice.co.za

Contact person	Nereshnee Elijah
Occupation	Internal Sales and Business Manager
Company	Qrent IT Solutions
Telephone number	0749047454

Contact person	Irene Fortuin
Occupation	CEO
Company	Khanyisa Insurance Brokers
Telephone number	0114825452 / 0836481993

#### **Additional information**

Your hobbies	Reading Novels, watching Movies, going out with friends.
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2020-09-00 (4 years)
Salary you wish	6000 R per month
How much do you earn now	None R per month