



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 (3 years)
Salary you wish	6000 R per month
How much do you earn now	None R per month