



Portia Manyengawana

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for any office job that matches my experience, I have customer service, sales and admin experience and a hospitality experience

Call Center agent

Receptionist

Admin Clerk

Waitressing, to mention a few

Preferred occupation

Switchboard operator
Administrative jobs

Customer care agent
Administrative jobs

Call Centre agent
Administrative jobs

Waiters, waitresses
Restaurant, bar service jobs

Receptionists
Hotel jobs

Preferred work location

Cape Town
Western Cape

Contacts and general information about me

Day of birth 1997-11-18 (26 years old)

Gender Female

Residential location Cape Town
Western Cape

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 2019.08 iki 2020.09**
 Company name Rainmakers Technical Training
 You were working at: Administrators
 Occupation Office Administration
 What you did at this job position? Registration of students, Filing of documents, issuing out of certificate, following up on payments, handling Enquiries

Working period **nuo 2020.10 iki 2021.06**
 Company name Credit Rescue
 You were working at: Call Centre agent
 Occupation Call Center Specialist
 What you did at this job position? Lead generation, closing deals, sales, customer service

Working period **nuo 2021.07 iki 2023.01**
 Company name Umgalelo Products
 You were working at: Call Centre agent
 Occupation Call Center Specialist
 What you did at this job position? Customer service, sales

Education

Educational period **nuo 2021.01 iki 2021.04**
 Degree Certificate
 Educational institution Khusela KCEP
 Educational qualification Call Center Specialist Certificate
 I could work In any Call Center set up

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	basic	good	do not know
isiXhosa	basic	good	do not know

Computer knowledge

Microsoft Word
 Microsoft Exccel
 Internet
 Email

Recommendations

Contact person	Bongani Moyo
Occupation	Chief Operating Office
Company	Umgalelo Products
Telephone number	0670269193

Contact person	Gavin Almazien
Occupation	National Operating Manager
Company	Credit Rescue
Telephone number	0710359235

Additional information

Driver licenses	None
Salary you wish	7000 R per month
How much do you earn now	N/A R per month