



# 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 (27 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