



Khanya Gulwa

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for office work. A receptionist, PA, Secretary, Assistant or call centre agent. I communicate and listen very well. I love challenges and fir that i handke pressure very well. I have excellent good command of english and computer literate.

Preferred occupation
Call Centre agent
Administrative jobs
Receptionist
Administrative jobs

Contacts and general information about me

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 2022.01 iki 2022.12
Company name
Amathuba collective
You were working at:
Receptionist
Occupation
Receptionist/ PA
What you did at this job position?
Welcoming clients, Taking and making calls, Sorting emails, boardroom bookings as wrll as meetong scheduling
Working period
nuo 2020.01 iki 2021.11
Company name
E-Learning centre
You were working at:
Lab assistant
Occupation
Labourator assostant
What you did at this job position?
Assosting stidents with anything computer related

Education

Educational period	nuo 2016.01 iki 2018.11
Degree	Grade 12 / Matric
Educational institution	Intsebenziswano secondary school
Educational qualification	National senior certificate

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiXhosa	fluent	fluent	fluent

Computer knowledge

Excellent computer skills.

Conferences, seminars

None

Recommendations

Contact person	Akhona Manana
Occupation	HR recruiter
Company	Amathuba collective
Telephone number	0787176890
Email address	akhona@amathuba-collective.com

Contact person	Vusumzi Lolwana
Occupation	Computer Lab Coordinator
Company	E-Learning
Telephone number	0736371995
Email address	Lolwanav@cput.ac.za

Additional information

Your hobbies	Reading and exploring
Driver licenses	None