



Onela Qobosha

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Receptionist, Secretary or an Administrator.

.Am a positive person, I am so contetious in my work. Am hard working and am resilient.

I have strong comunication skills, in my prevous job I was was working in a call center as a lead gen, and before the above occupation I was doing voluntary work at Chuma Primary School as an administrators assistant of the school for 6 years after my matric.

Thats where I find my self as the best candidate for this position with the necessary skills, qualities and abilities, If you would hire me I will always act as a positive role model for the company.

Preferred occupation Administrative jobs

Preferred work location Cape Town
Western Cape

Contacts and general information about me

Gender Male

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.*
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Work experience

Working period **nuo 2021.02 iki 2022.02**

Company name Homegrown Network

You were working at: Call Centre agent

Occupation Lead Warming

What you did at this job position? Leads warm ups

| | |
|------------------------------------|---|
| Working period | nuo 2016.08 iki 2021.11 |
| Company name | Chuma Primary School |
| You were working at: | Administrators |
| Occupation | Secretary's Assistant |
| What you did at this job position? | Making and Answering Calls, making appointments for the secretary and the principal, working on CEMIS, Typing letters to parrents and teacher, welcoming and assisting visitors, Interacting with teachers, typing question papers and memos. |

Education

| | |
|---------------------------|---|
| Educational period | nuo 2015.01 iki 2016.12 |
| Degree | Grade 12 / Matric |
| Educational institution | I Qhayiya Secondary |
| Educational qualification | Matric |
| I could work | Yes,As a Receptionist, front office management, Call center operations. |

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English | very good | very good | very good |
| isiXhosa | fluent | very good | very good |
| isiZulu | good | very good | good |

Computer knowledge

MS Word
MS Power Point

Recommendations

| | |
|------------------|-----------------------------|
| Contact person | Miss Ndileka Magidigidi |
| Occupation | Secretary |
| Company | Chuma Primary School |
| Telephone number | +27736116329 |
| Email address | ndilekamagidigidi@gmail.com |

Additional information

| | |
|--------------------------|--|
| Your hobbies | Internet Surfing Reading and Writting Beatmaking Audio production |
| Driver licenses | None |
| Salary you wish | 8500 R per month |
| How much do you earn now | 7500 R per month |