



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