



Talent Portia Lunga

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a job where I can fully use my skills and add value for the development of the organization. I work well as an individual and also as a team member, communication and dedication is my strongest point. I always make sure that my work is complete and up to date.

| | |
|-------------------------|--|
| Preferred occupation | Government jobs Government jobs |
| | Call Centre agent Administrative jobs |
| | Generals General jobs |
| Preferred work location | Johannesburg Gauteng |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 2000-04-19 (24 years old) |
| Gender | Female |
| Residential location | Johannesburg Gauteng |
| Telephone number | <i>Information is available only for registered users.</i> Sign in |
| Email address | <i>Information is available only for registered users.</i> Sign in |

Work experience

| | |
|------------------------------------|--------------------------------|
| Working period | nuo 2022.01 iki 2022.08 |
| Company name | iTalk financial services |
| You were working at: | Sales agent |
| Occupation | Call center agent |
| What you did at this job position? | I was a sales consultant |

Working period **nuo 2022.10 iki 2023.03**
 Company name First National Bank
 You were working at: Banking
 Occupation QA Administrator
 What you did at this job position? I was an Administrator and also a QA under a 6 month contract

Education

Educational period **nuo 2014.01 iki 2018.11**
 Degree Grade 12 / Matric
 Educational institution Kensigton Secondary School
 Educational qualification Matric

Languages

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

Computer knowledge

Microsoft word
 Microsoft excel
 Outlook
 PowerPoint
 I'm familiar with most systems used in different companies

Recommendations

Contact person Nkateko Mhlongo
 Occupation Recruitment
 Company Callforce
 Telephone number 076 770 6281
 Email address Nkateko@callforce.co.za

Additional information

Your hobbies Socializing, sports, gatherings
 Driver licenses None
 Salary you wish R8000-R12000 R per month
 How much do you earn now R0 R per month