



# Chuma Khauleza

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I'm looking for a data capture job, or office admin job. Or any other fields within Governments sector. I have six years experience in Customer Relations. And I am a fast learner who easily adapts to work and to a new environment.

Preferred occupation                      Government jobs  
Government jobs

## Contacts and general information about me

Day of birth                                      1995-07-18 (29 years old)  
Gender    Female  
Residential location                          Northern Suburbs  
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 2022.01 iki dabar**  
Company name                                  Rcs  
You were working at:                          Call Centre agent  
Occupation                                        Customer Relations  
What you did at this job position?      Customer service

## Education

Educational period                              **nuo 2015.01 iki 2015.12**  
Degree    Grade 12 / Matric  
Educational institution                          Scottsdene high school  
Educational qualification                      Grade 12  
I could work                                        Any field as I'm a fast learner

## Languages

Language	Speaking level	Understanding level	Writing level
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isiZulu	fluent	fluent	fluent
isiXhosa	fluent	fluent	fluent
Afrikaans	good	good	good

### Computer knowledge

CRM  
 Microsoft word  
 Excel  
 Powerpoint  
 Emails  
 Vision  
 Adobe

### Conferences, seminars

No

### Recommendations

Contact person	Lihle Kaleni
Occupation	Manager
Company	Rcs
Telephone number	(062) 576-6081
Email address	kaleniLihle@gmail.com

### Additional information

Your hobbies	Reading Cooking Writing
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2018-02-00 (6 years)
Salary you wish	R13000 R per month
How much do you earn now	R9500 R per month