



# Sylvia Gajana

Curriculum Vitae (CV)

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

I am a hard working, reliable and responsible individual with a clear criminal record. I possess primary skills that include clear verbal and written communication, problem solving and computer skills. Additionally, adaptability and time- management are part of my skill set with proficiency in organization. I am open to new experiences, any entry level jobs I have call center and front desk receptionist experience.

Preferred occupation	Receptionists Hotel jobs
	Customer care agent Administrative jobs
	Call Centre agent Administrative jobs
	Front Desk Agent Administrative jobs
Preferred work location	Johannesburg Gauteng

## Contacts and general information about me

Day of birth	2000-03-30 (24 years old)
Gender	Female
Residential location	Johannesburg Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period **nuo 2019.01 iki 2021.03**  
 Company name Urban Circle  
 You were working at: Receptionists  
 Occupation Front desk receptionist  
 What you did at this job position? Meeting and greeting clients. Booked meetings. Kept the reception area tidy. Answered and forwarded phone calls. Responded to customer queries via emails and calls Supplied visitors with refreshments and helped them navigate through the building

Working period **nuo 2021.05 iki 2022.11**  
 Company name Italk financial services  
 You were working at: Telemarketers  
 Occupation Sales Agent  
 What you did at this job position? I worked as an outbound sales agent, I called potential clients and offered them services that were offered by the company

**Education**

Educational period **nuo 2015.01 iki 2017.12**  
 Degree Grade 12 / Matric  
 Educational institution Bridgetown High School  
 Educational qualification Matric

**Languages**

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

**Computer knowledge**

Microsoft Excel, Microsoft word, Microsoft Powerpoint , Microsoft Access, Windows, MAC OS

**Recommendations**

Contact person Wendy  
 Occupation team leader  
 Company Italk financial services  
 Telephone number 0647773259

**Additional information**

Driver licenses None  
 Salary you wish 5000 R per month  
 How much do you earn now 00 R per month