



# Ntombifuthi Mthembu

Curriculum Vitae (CV)

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

I am looking for Call Centre agent, receptionist or switchboard operator position.

I have the following skills:

A strong command of verbal and written communication is essential for effective interaction with customers and colleagues.

The ability to listen attentively and understand the needs of customers is crucial in addressing their concerns and providing appropriate assistance.

Having a friendly, patient, and professional demeanor when dealing with customers is crucial for building positive relationships and ensuring customer satisfaction.

Call Centre agents, receptionists, and switchboard operators often need to handle multiple tasks simultaneously, such as answering calls, taking messages, and providing information. Good multitasking skills are essential in managing these responsibilities efficiently.

Being able to think quickly and find solutions to customer issues or unexpected situations is a valuable asset in these roles.

Organization and time management: These positions often involve managing schedules, keeping records, and coordinating appointments. Strong organizational and time management skills enable the smooth operation of daily tasks.

Demonstrating patience, empathy, and a calm attitude allows for effective handling of irate or frustrated customers, ensuring their concerns are heard and resolved.

Being a team player and collaborating effectively with colleagues and different departments creates a positive work environment and contributes to overall productivity.

Flexibility and the ability to adapt to changing circumstances, such as new protocols, system upgrades, or unexpected situations, are important for maintaining efficiency in a dynamic work environment.

company should hire me because I am committed to helping company achieve its goals of providing top-notch service and driving sales growth. As an integral member of the team, I will consistently deliver exceptional customer experiences and contribute to the company's success.

Preferred occupation

Call Centre agent  
Administrative jobs

Switchboard operator  
Administrative jobs

Receptionist  
Administrative jobs

Customer care agent  
Administrative jobs

Preferred work location

Johannesburg  
Gauteng

East Rand  
Gauteng

**Contacts and general information about me**

Day of birth 1992-06-16 (32 years old)

Gender Female

Residential location East Rand  
Gauteng

Telephone number *Information is available only for registered users.*  
[Sign in](#)

Email address *Information is available only for registered users.*  
[Sign in](#)

**Work experience**

Working period **nuo 2018.11 iki 2020.01**

Company name Merchants Dimension Data

You were working at: Call Centre agent

Occupation Call Centre agent

What you did at this job position? Merchants Dimension Data from2018 to2019 My responsibility was to handle a large volume of inbound calls in a timely manner, price checking, making quotations for customers, checking stock availability using SAP CRM, tracing online orders, doing follow up with the courier company and stores, solving customer queries, build positive by going above and beyond with customer service, ensuring that all questions, cancellations and confirmations are handled appropriately, create and maintain record of daily problems and remedial action taken, using call centre base database.

Working period **nuo 2015.05 iki 2018.10**

Company name Makro

You were working at: Call Centre agent

Occupation Call Centre agent

What you did at this job position? My responsibility was to handle a large volume of inbound and outbound calls, assist customers with price checking, making quotations for customers, checking stock availability using SAP CRM and back office, creating Makro access cards, receiving proof of payment via emails from customers and send it to financial department to confirm payment. Pulling customers stock if requested by the customer in case of emergency and build positive by going above and beyond with customer service, ensuring that all questions, cancellations, and confirmations are handled appropriately.

**Education**

Educational period **nuo 2021.03 iki 2023.11**

Degree Degree

Educational institution University of Kwazulu Natal

Educational qualification Bachelor of Art

I could work as a Call Center agent

**Languages**

Language	Speaking level	Understanding level	Writing level
English	fluent	very good	very good
isiZulu	fluent	fluent	fluent
Sesotho	good	good	basic

**Computer knowledge**

I obtained certificate, the course offered Basic computing, Windows 98/XP, Microsoft word 2003, Microsoft excel 2003, Microsoft PowerPoint 2003, introduction to internet and email, introduction to secretarial, introduction to entrepreneurship and typing skills.

**Additional information**

Driver licenses None

Salary you wish R8000.00 R per month

How much do you earn now R0.00 R per month