



Mzimhle Tshingana

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Dear: Madam/ Sir

I was excited to see your opening for the above mentioned post and I hope to be invited for an interview.

My background includes serving as a customer service associate within retail environment. Most recently. I worked at Best Home and Electric, where I was doing my in-service training, the duration was three month. My responsibilities are stated in my cv.

Previously, I worked for Edcon as a service operator. In this position I demonstrated the ability to resolve a variety of issues and complaints (such as handling customer complaints, resolving customer's claims, dealing with difficult customers). My day to day responsibilities were, cashiering, administrative support, answering cell phone, assisting customers with their claims and purchases. In addition to the above experience, I also worked for the Western Cape Department of Education, where I was a mark checker.

I also bring to the table strong computer proficiencies in MS package, and I also hold a National Diploma in Management (majors Management, Project Management and Financial Management). Please see the accompanying documents for details of my education and experience.

I'm confident that I can offer you the customer service, communication and problem solving skill you are seeking. Feel free to contact me on 0630345488 or 0712441915 to arrange an interview

Thank you for your time, I look forward to learning more about this opportunity

Sincerely

Mzimhle Tshingana

| | |
|-------------------------|---------------------------------------|
| Preferred occupation | Administrators Administrative jobs |
| Preferred work location | East London Eastern Cape |
| | Port Elizabeth Eastern Cape |

Contacts and general information about me

| | |
|--------------|---------------------------|
| Day of birth | 1992-02-18 (32 years old) |
| 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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Additional information

Salary you wish

10 000.00 R per month

How much do you earn now

0.00 R per month