



Precious Gumede

Curriculum Vitae (CV)

What job i'm looking for? My positive points

My name is precious from the southcoast umthwalume im 28 years with matric,computers and admin,cashier and callcentre certificates i am a very dedicated person fluent in english have good telephonic ettiquette, good communication skills,i give my all when given a task i can also do cleaning jobs because i have worked at a beach cottage as a domestic worker,i am also very good with kids i have a loving heart i am of sober habits with no criminal record

Preferred occupation	Administrators Administrative jobs
	Cashiers Retail, store jobs
	Receptionists Hotel jobs
	Chambermaid Hotel jobs
	Nannies Nanny, babysitter, child care jobs
Preferred work location	South Coast (Ugu) KwaZulu-Natal
	Durban City KwaZulu-Natal
	South Suburbs KwaZulu-Natal

Contacts and general information about me

Day of birth	1988-10-19 (35 years old)
Gender	Female
Residential location	South Coast (Ugu) KwaZulu-Natal
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 2010.10 iki 2010.10**
 Company name Statistics sa
 You were working at: Other jobs
 Occupation Fieldworker
 What you did at this job position? Going to people door to door and collecting confidential information for the cencus counting more like a survey and reporting back to my coordinator i learned about confidentiality and meating deadlines

Education

Educational period **nuo 2002.01 iki 2006.12**

Degree Grade 12 / Matric
 Educational institution Mdlangaswa high school
 Educational qualification Matric

Educational period **nuo 2007.01 iki 2007.12**

Degree Certificate
 Educational institution Computer college sa
 Educational qualification Computers and admin
 I could work Receptionist,pa,admin assistance,data capture

Educational period **nuo 2009.03 iki 2009.04**

Degree Certificate
 Educational institution Patnet
 Educational qualification Computerised cashier
 I could work Cashier

Educational period **nuo 2013.04 iki 2014.03**

Degree Certificate
 Educational institution Niit coastal college
 Educational qualification Contact centre operations
 I could work Inbound /customer service consultants

Languages

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

Computer knowledge

ms excel

ms powerpoint

ms access

I have a certificate in computers i did

Conferences, seminars

ms word

Last year i attended assessments from an npo named HARAMBEE which taught me good working ethics and behaviours in a work environment, i also attended their bridging course where i attained a certificate after completion

Additional information

Your hobbies	I like kids,i like using computers and most of my time i spend readin which increase my english
Driver licenses	None
Salary you wish	3000 R per month