



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

## Contacts and general information about me

Day of birth	1988-10-19 (36 years old)
Gender	Female
Residential location	<b>South Coast (Ugu)</b> KwaZulu-Natal
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 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