



# Nombasa Biyana

Curriculum Vitae (CV)

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

### SKILLS

Management of client expectations, data and customer care

Service excellence & relationship building

Effective and timeous resolution of client queries telephonically or via email

Providing sufficient support and education regarding products, processes & system changes

Report Writing and Minute taking

Working under pressure

Maintain relationship with internal stakeholders and support areas

Honest, passionate and energetic

Excellent Interpersonal Skills

High Attention to Detail and adaptability to new environments

Maturity, Numeracy and Literacy skills

Systematic, organized and deadline driven

Team player as well as team leader

Able to cope with multiple tasks

Able to address problematic areas and devise and implement solutions

Preferred occupation                      Administrators  
Administrative jobs

Preferred work location                      East London  
Eastern Cape

## Contacts and general information about me

Day of birth                                      1983-09-09 (40 years old)

Gender    Female

Residential location                              Queenstown  
Eastern Cape

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

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

## Additional information

Salary you wish

10000 R per month