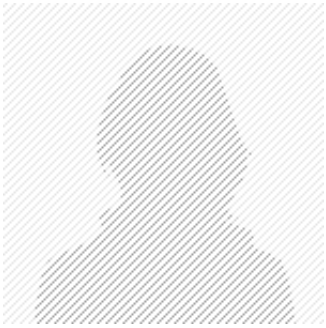

Winfrida Ndanzi

Curriculum Vitae (CV)

Jobin.co.za

What job i'm looking for? My positive points

Looking for a position of personal assistant, translator, English teacher, communication manager, in any in any reputed organization where I can utilize my knowledge and experience. I am Motivated person with strong organizational and prioritization abilities. Areas of expertise include attending to customers either by telephone, electronically or face to face, respond promptly to customer inquiries,handle and resolve customer complaints, organize workflow to meet customer time frame, keep records of customer interactions and transaction, record details of inquiries, comments and complaints manage administration, follow up on customer interactions, provide feedback on the efficiency of the customer service process, translation and transliteration skills, creative writing and speech writing, as well as leadership skills.

Preferred occupation	Secretaries Administrative jobs

Contacts and general information about me

Day of birth	1990-03-10 (34 years old)
Gender	Female
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	1000000 R per month
How much do you earn now	800000 R per month