



Onesimo Onie Gana

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Customer service oriented. I love helping and attending to customer queries rather than selling. Am basically looking for financial stability and to work in an environment that il enjoy so much so i wont dread waking up each day to go to work. Im a reliable employee and a fast learner thats looking to join a company where i can grow my career and myself as an individual.

Preferred occupation Customer care agent
Administrative jobs

Receptionist
Administrative jobs

Preferred work location Durban City
KwaZulu-Natal

Contacts and general information about me

Day of birth 1994-05-19 (30 years old)

Gender Female

Residential location Durban City
KwaZulu-Natal

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

Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2017.05 iki 2018.10**

Company name KZN Department of Social Development-Ethekwini Cluster

You were working at: Administrators

Occupation Intern

What you did at this job position? Administrative assistant in different sections,
HR,Finance,Acting Pa to cluster chief director, receptionist

Working period	nuo 2018.10 iki 2020.02
Company name	CCI
You were working at:	Customer care agent
Occupation	Customer Service Management for UK Mobile Service Provider
What you did at this job position?	Resolving customer queries and negotiating suitable resolutions to restore brand image

Education

Educational period	nuo 2015.06 iki 2016.12
Degree	Diploma
Educational institution	Ethekwini Tvet College
Educational qualification	Diploma:Public Management
I could work	Government or any state owned entities, doing administrative work

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	fluent	fluent	fluent
isiXhosa	fluent	fluent	fluent

Computer knowledge

Microsoft office

Adobe

Conferences, seminars

Na

Recommendations

Contact person	Felicity Kisten
Occupation	HR Supervisor
Company	Social Development
Telephone number	0313368717
Email address	kisten@kznsocdev.gov.za
Contact person	Delina Chetty
Occupation	Team Manager
Company	CCI
Telephone number	+27 74 308 1337
Email address	Delina.Chetty@cci-sa.co.za

Additional information

Your hobbies	Reading Watching Tv series/Movies
Driver licenses	None
Salary you wish	10k+ R per month
How much do you earn now	7000 R per month