

CONTACT



NOKUTHULA ADMIRE KUNENE

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346 Weir Street
Pretoria Gardens
0082

EDUCATION

Dec 2022

Tshwane University of Technology

National Diploma in Language Practice

Dec 2016

Langeni Combined School

Matric

EXPERIENCE

01/03/2023 -

29/09/2023

Langeni Combined School

Teacher's Assistant

Prepare the classroom for teaching and learning and ensure that teaching materials are available and ready for use. Preparing mark sheets, keeping records, capturing marks. Distribute question papers, worksheets, classwork books, marked scripts to learners, set up and tidy classrooms for lessons. Work with students to make sure they understand.

04/05/2020 -

31/07/2020

IGNITION CALL CENTRE

Call Centre Agent

Sales & Customer Service (DSTV)

SKILLS

•Computer proficiency •Good communication(written and verbal) •Language skills
•Customer service •Editing •Proofreading •Translation •Emotional intelligence
•Adaptability •Transcription •Active listening •Multitasking •Teamwork •Interpreting
•Interpersonal •Problem solving ability •Decisive •Integrity •Analytical thinking •Time
management •Attention to detail •Organising •Research skills

OBJECTIVE

As a recent graduate, I am seeking a role which allows me to continue learning and perfecting my skills as I provide high-quality work, and encourages me to flourish.

LANGUAGES

•English •IsiZulu •IsiXhosa •IsiSwati

REFERENCE

Mrs Nene - "Langeni Combined School "

Deputy Principal

081 706 8233

Lindokuhle Maduma - "IGNITION CALL CENTRE "

Team Leader

+2779 659 6170

