CONTACT

Charity Chaane

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Allandale
Midrand
0683843795
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OBJECTIVE

Enthusiastic and driven individual with excellent organizational and communication skills seeking an entry-level role in a dynamic environment where I can utilize my abilities and contribute to company success.

EXPERIENCE

07 December 2019 - 05 April 2021

- **Store Assistant**
  Fashion Fusion
  Assisted customers professionally.
  Handled cash and card transactions.
  Managed stock and filing duties.
  Captured customer information accurately.
  Maintained a clean and organized workspace.

10 January 2022 - 24 May 2024

- **Call Centre Agent**
  Clientele Life
  Answering incoming customer calls and responding to enquiries.
  Assisting customers with products, services, or account issues.
  Handling customer complaints professionally and efficiently.
  Capturing and updating customer information accurately.
  Providing excellent customer service at all times.
  Meeting daily and monthly targets.

02 June 2025 - 30 November 2025

- **Teacher Assistant**
  Maphutha Secondary School
  Assisting the teacher with daily classroom activities.
  Helping learners with classwork and understanding lessons.
  Preparing learning materials and classroom resources.
  Supervising learners during class and break times.
  Assisting with administrative duties such as filing and photocopying.

EDUCATION

2021

- **Denver Technical College**
  Diploma Marketing Management

2018

- **Oracle Ponelopele Secondary School**

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SKILLS

- Communicate
- Teamwork
- Time management

REFERENCE

- **Elton Munyai - Fashion Fusion**
  Assistant manager
  Available upon request

- **Jeleel Gumede - Clientele Life**
  Team leader

073 348 9080

- Nhlanhla - Maphutha Secondary School
  Supervisor
  0719401219