# Naledi Gceya

▶ South african 🛕 9403301017080 🚳 Single 💄 Female

## **PROFESSIONAL EXPERIENCE**

## Exl Call center, Call center agent

June 2023 – present | George, South Africa Dealing with existing claims, updating personal information, scheduling inspections for vehicle repairs, issuing payments to the insured.

## Crosslink Academy YES programme, Admin assistant

January 2021 – December 2021 Mossel Bay, South Africa filing paperwork, answering phone calls, preparing documents for meetings, and managing the calendar for supervisor.

#### Garden Route Casino, Table dealer

September 2017 – December 2020 Mossel Bay, South Africa Dealing Blackjack, Poker and Roulette

#### Indwe Secondary school, Admin assistant

January 2017 – August 2017 Mossel Bay, South Africa

Preparing, organising and storing information in paper and digital form. Dealing with queries on the phone and by email. Greeting visitors at reception. Managing diaries, scheduling meetings.

#### Garden Route Casino, Tables Dealer

September 2017 – December 2020 Mossel Bay, South Africa Dealing games like: Roulette, poker and black jack.

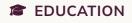
### Carnival Corporation cruise lines, Table Dealer

February 2022 – April 2023 Miami, United States of America Dealing games: Baccarat, Poker games, Roulette, black jack. And Good customer service.

## **REFERENCES**

**Anathi Mahote**, *Administrator*, Crosslink Academy YES programme 078 075 3118

**Aphiwe Scout**, Assistant Manager, EXL call center 078 281 0982



*Indwe Secondary school* January 2007 – November 2011 Mossel Bay, South Africa