

Naledi Gceya

✉ Naledi.gceya@gmail.com ☎ 0647380349 📍 George, South Africa 📅 30th March 1994
🇿🇦 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

EDUCATION

Indwe Secondary school

January 2007 – November 2011

Mossel Bay, South Africa