

VUMA GIVEN

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C1 Drivers License

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Profile

I regard myself as someone who is hard working, disciplined, and most of all persevering. I am a person who commits in working as a team to generate new ideas to improve the work place , also adaptable to all challenging situations.

SKILLS

- *Data Capture*
- *Computer Literacy*
- *Customer Service*
- *Paying attention into details*
- *Working in teams*
- *Reaching a target*

TRAININGS & CERTIFICATES

- *Santam (Commercial and Personal lines)*
- *VUM (Short Term Insurance Quotations)*
- *Baseline Survey*
- *Marketing*

EDUCATIONAL QUALIFICATIONS

<i>Highest School Attended</i>	<i>: Lekamoso Secondary School</i>
<i>Highest Grade Attended</i>	<i>: Matric (Grade 12)_</i>
<i>Subjects Passed</i>	<i>: Xitsonga (HL), English (FAL), Life Orientation</i>
	<i>: Life Sciences, Physical Sciences, Maths & Geography</i>
<i>Year</i>	<i>: 2019</i>

WORK EXPERIENCE

<i>Name of Company</i>	<i>: Shomang Brokers</i>
<i>Position</i>	<i>: Quality controller</i>
<i>Duties</i>	<i>: Doing Renewals, Data Capturing & Customer Service</i>
<i>Duration</i>	<i>: 1 Year</i>
<i>Reference</i>	<i>: promise@shomanggroup.co.za</i>