



Gabrielle Zondagh

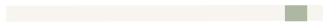
Hello! I'm Gabrielle. I am a passionate and people-orientated individual who embraces life with a blend of enthusiasm & purpose. Whether I'm exploring new hobbies, savoring a good book, or enjoying quality time with loved ones, I find fulfillment in the simple joys of everyday life. I'm dedicated to my work and eager to learn and grow and pride myself on being a loyal and hardworking individual with a natural ability to connect with people. With a keen eye for detail and a love for client care, I strive to create welcoming, professional experiences. I am motivated to build a meaningful career where I can contribute positively and grow within an industry.

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Expertise

Attention to Detail



Multi-tasking



Perfectionist



Skills

- Trustworthy
- Compassion
- Skincare awareness
- Professional presentation
- Client care and experience
- Client Service
- Product Knowledge
- Empathy & client sensitivity

Experience

Education

2008 - 2009

Sandi Roy BTI

CIDESCO, ITEC, SAAHSP

Volunteered at the Red Cross Hospital Oncology Unit whilst studying at BTI

2013

TEFL

Qualified 2013

2000 - 2004

Matriculation with Merit

Rhenish Girls High

2004 - 2005

U.S.A Employment

Boca West Country Club, Miami FL

Served members and guests on the Golf Course, delivering refreshments and professional customer service.

2005 - 2007

Independent UK Work Experience (2 years)

Various Customer Service Roles

Wilderland Self Catering Apartments - January 2025 - March 2026

Ad Hoc Support Manager to the owner

Duties:

- Manage and supervising staff
- Quality control and support in cleaning
- Guest liaison (welcome & check-ins; guest support throughout the stay)
- Data capture

Daisy Business Solutions, April 2022 - December 2024

Customer Relations Liaison

Duties:

- Maintain & build relationships with customers
- Ensure customer service satisfaction
- Log technical issues and ensure dealt with timeously
- MS Word/Excel for all Spreadsheets and backup for CRM
- Nucleus CRM program for all reports and customer management

Garden Route Lifestyle Properties, October 2021 - March 2022

Administrative Assistant

Duties:

- Office Administration & Reception
- Deal with all queries via email and WhatsApp
- Meet potential long term rental tenants to discuss requirements
- Organize viewings for rental properties
- Office peripherals & stationery orders and stock takes
- PA function to the Owner
- Type out minutes
- Utilise Canva program for marketing and advertising to upload to Facebook and Instagram

Experience

VITA Group , June 2019 - April 2021

Personal Assistant

Duties:

- Personal Assistant to both Directors
- Office, Reception Work & Filing
- Meeting tenants for viewings
- Prepare leases and purchase contracts
- Website Marketing & Advertising
- Orders for office supplies & stationery
- Running errands & Type minutes
- MS Word / MS Excel (Spreadsheets & Data loading) / Outlook Express

Glenelly Wine Estate, November 2014 – February 2018

Creditors Clerk / Data Capturer

Duties:

- Basic Admin
- Office & Reception Work
- Filing & Invoicing
- Data Capturing
- Handling all incoming mail
- Ad hoc office duties
- MS Word / MS Excel / PASTEL Sage / Outlook Express

K Light Import, August 2013 - October 2014

Customer Liaison / Internal Showroom Sales Consultant

Job Description:

- Meet & greet clients
- Deal with queries about lights & fittings
- Promote & market Showroom stock
- Deal with franchise suppliers
- PASTEL
- Data Capture
- MS Word / Outlook Express / PASTEL Sage

Misty Mountain Skin Care Clinic, Jan 2009 – June 2012

Administrator & Therapist

Job Description:

- Stock takes
- Ad hoc office and reception duties
- Cash ups
- Sales & office management duties
- Reception Work
- Perform treatments
- Assigned to Bazaruto for 1 month to assist clinic

References

Wilderland Self Catering Apartments

Luami Zondagh (Owner)

Email: luamizondagh@gmail.com

Tel: 083 998 1230

Garden Route Lifestyle Properties

Lindi Pretorious (Office Manager)

Cell: 079 881 9723

K Light Import

Eli Kalmi (CEO)

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