



Nothando Shandu

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Am doing the creditors at my current vacancy, before i was an intern and they renew my contract until 15th of December. I'm self-driven person who is able to work under pressure, someone that is driven and self realistic goals and seeks to achieve them. I always try to build a professional and good relationship by giving good service at all times. I am extremely a fast learner, my strengths are that I am a quick thinker, smart worker and self-motivated individual. I am adaptable, I accept failure and success in a balanced manner.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1996-09-26 (27 years old)
Gender	Female
Residential location	Johannesburg Gauteng
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2019.06 iki 2020.07
Company name	Turner Morris (Pty) Ltd
You were working at:	Jobs for students
Occupation	Internship
What you did at this job position?	doing filing, scanning and attaching, trade references, paying suppliers, reconciling and doing credit applications

Working period **nuo 2020.08 iki 2020.12**
 Company name Turner Morris (Pty) Ltd
 You were working at: Administrators
 Occupation Creditors Clerk
 What you did at this job position? reconciling, paying suppliers, credit applications and solving suppliers queries.

Education

Educational period **nuo 2016.01 iki 2018.12**
 Degree Diploma
 Educational institution Mangosuthu University of Technology
 Educational qualification National Diploma in Marketing

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	fluent	fluent
isiXhosa	fluent	fluent	very good
isiZulu	fluent	fluent	fluent
SiSwati	good	very good	basic

Computer knowledge

Microsoft Word, Excel, Powerpoint, Outlook and Hansa world.

Recommendations

Contact person Monica Thorne
 Occupation Bookkeeper
 Company Turner Morris (Pty) Ltd
 Telephone number 011 221 3700
 Email address monicat@turnermorris.co.za

Contact person Chrissy Duval
 Occupation HR Manager
 Company Turner Morris (Pty) L td
 Telephone number 0357511544
 Email address chrissy007@mweb.co.za

Additional information

Your hobbies reading books and watching tv.
 Driver licenses None
 Salary you wish 9000 R per month

How much do you earn now

4000 R per month