



# 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 (28 years old)
Gender	Female
Residential location	Johannesburg Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2019.06 iki 2020.07</b>
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