



Andile Shandu

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am confident that I have knowledge and skills professionally fulfill the position as required by the organisation. I am eager to enhance and refine my personal development within the organisation and take on the challenges that lie ahead. I will endeavour to effectively performance all my tasks as required by the organisation and maintain the standard as defined by you.

Preferred occupation	Jobs for students Student jobs
Preferred work location	Richards bay KwaZulu-Natal

Contacts and general information about me

Day of birth	1994-03-29 (30 years old)
Gender	Female
Residential location	Empangeni KwaZulu Natal KwaZulu-Natal
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 2017.04 iki 2018.10
Company name	Ndlangubo clinic
You were working at:	Training
Occupation	Secretary
What you did at this job position?	Recording patients personal information and data capturing

Education

Educational period	nuo 2013.01 iki 2015.12
Degree	Certificate
Educational institution	Umfolozi TVET College
Educational qualification	Office administration
I could work	At office

Educational period	nuo 2018.06 iki 2019.12
Degree	Diploma
Educational institution	Umfoloji TVET College
Educational qualification	Public management
I could work	At office

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	good	very good

Computer knowledge

I am 80% good at computer Microsoft word Excel PowerPoint outlook as well as mail merge

Conferences, seminars

N/A

Recommendations

Contact person	Mr DG Mbatha
Occupation	Lecturer
Company	Umfoloji TVET College
Telephone number	0822937382
Email address	andileabuhle@gmail.com

Additional information

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2020-03-00 (4 years)
Salary you wish	R5000-R 8000 R per month
How much do you earn now	None R per month