



Tendani Ulrica Ndadza

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a very responsible person striving towards perfection. I believe that I can be able to perform any tasks given to me to the best of my abilities. Proactive, stress tolerance, assertive, adaptable, performance driven, decisive and team player. I have ability to communicate effectively, verbally and in writing ability to persuade, influence and ability to multi-task.

Preferred occupation

Agents

Sales jobs

Direct sales consultant

Sales jobs

Sales representative

Sales jobs

Sales agent

Sales jobs

Sales consultant

Sales jobs

Cashiers

Retail, store jobs

Receptionists

Hotel jobs

Collections paralegal

Law, legal jobs

Call Centre agent

Administrative jobs

Data capturers

Administrative jobs

Front Desk Agent

Administrative jobs

Filing clerk

Administrative jobs

Receptionist

Administrative jobs

Debt collector

Administrative jobs

Customer care agent
Administrative jobs

Switchboard operator
Administrative jobs

Debtors clerk
Administrative jobs

Administrators
Administrative jobs

Dispatchers
Administrative jobs

Preferred work location
Johannesburg
Gauteng

Contacts and general information about me

Day of birth 1990-04-22 (34 years old)
 Gender Female
 Residential location Johannesburg
 Gauteng
 Telephone number *Information is available only for registered users.*
[Sign in](#)
 Email address *Information is available only for registered users.*
[Sign in](#)

Work experience

Working period **nuo 2015.01 iki 2015.11**
 Company name Boston City Campus
 You were working at: Debt collector
 Occupation Debt collector
 What you did at this job position? Assisting and enquiring on payments expected from clients within the scope of our target in the company helping clients schedule appropriate dates of settling their debts and also advising clients on the best possible ways to payment plan.

Working period **nuo 2015.12 iki 2020.04**
 Company name Debttec
 You were working at: Debt collector
 Occupation Debt collector
 What you did at this job position? Dealing with legal accounts and answering telephonical and replying emails. Printing summons sending to correct attorneys. File summons according to case numbers and arranging payment plan with debtors. Attending to queries and escalate to correct department.

Education

Educational period **nuo 2008.01 iki 2008.12**
 Degree Grade 12 / Matric
 Educational institution Jules High School
 Educational qualification Certificate
 I could work I can work well individually and good in a team as well I'm team players.

Educational period **nuo 2010.01 iki 2012.12**
 Degree Certificate
 Educational institution South West Gauteng College
 Educational qualification Tourism certicate level 4
 I could work I can work on individual well in my project and work good in a team.

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	very good
Tshivenda	fluent	fluent	very good
Sesotho	fluent	fluent	good
Xitsonga	fluent	fluent	good
isiZulu	fluent	fluent	good

Computer knowledge

Microsoft office
 Os windows

Conferences, seminars

Institution :Boston City Campus
 FETC:Business Administration NQF level 4 SAQA ID93568
 Date :2015

Institution: Boston City Campus
 FETC:Debt Recovery NQF Level 4 SAQA ID49021
 Date :2015

Recommendations

Contact person	Muriel Baloyi
Occupation	Supervisor
Company	Boston City Campus
Telephone number	0102714000
Email address	Muriel@boston.co.za

Contact person	Thandeka Mofokeng
Occupation	Team Leader
Company	Debttec
Telephone number	0877011910
Email address	Thandeka4@debttec.co.za

Additional information

Your hobbies	Travel Reading Books Watching Movies Listening to music Playing games
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2013-05-00 (11 years)
Salary you wish	5000 R per month
How much do you earn now	0.00 R per month