



# 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<br>Reading Books<br>Watching Movies<br>Listening to music<br>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  |