



# Andile Shawe

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

Debtors Clerk.

I have 2 years experience in the field rendering customer service on the Retail.I know the industry working with system and make daily report to my Regional Accounts.I used to capture customer's data with confidential information also make courtesy call to ensure the best service we deliver is on the best standard.Keep my filling update Petty cash file,Banking file,Contract Form file and Queries file to make sure we act swiftly when our clients logde complaint.

Preferred occupation	Debtors clerk Administrative jobs
Preferred work location	Durban City KwaZulu-Natal

## Contacts and general information about me

Day of birth	1992-12-26 (31 years old)
Gender	Male
Residential location	KwaZulu-Natal
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 2016.01 iki 2017.12</b>
Company name	Lewis furniture stores
You were working at:	Shop assistants
Occupation	Dectors Clerk
What you did at this job position?	Creating customer's profile on the system by keeping their information so confidential,also making arrangements of payment telephonically.Contact daily report and submit to my Regional Accounts Manager, Practice proper and accurate filling banking, contract forms, petty cash customer complaints file to ensure issues are resolved by immediate effect.

Working period **nuo 2020.05 iki 2022.01**

Company name Fw Plant

You were working at: Truck drivers

Occupation Water Tank Driver

What you did at this job position? Do daily inspection on my truck early in the morning to make sure it's road worthy.Wash and keep it clean all the time so we can transport water to the community.fill diesel form accurate and submit to the fuel department.

**Education**

Degree Diploma

Educational institution Tvet College

Educational qualification Public Management

I could work Every where I can be located.

**Languages**

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

**Computer knowledge**

Well skilled with systems as part of my package in High institution Ms word,excel and power point included on my National Diploma in Public Administration.

**Recommendations**

Contact person Vinesh Bodasing

Occupation Branch manager

Company Lewis stores

Telephone number +27 61 144 6560

Email address VineshBodading@gmail.com

**Additional information**

Your hobbies Books  
Gym

Driver licenses EC Articulated Extra Heavy Vehicle > 16,000kg

Driver license from 2020-11-00 (3 years)

Salary you wish R12000.00 R per month

How much do you earn now R9000.00 R per month