



# Jacqueline Thukani

Curriculum Vitae (CV)

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

I am currently looking for an Administration post. I believe my experience at JMT Trading as a business administrator for the company and the knowledge I received from my studies enables and equipped me to have strong experience in the field of administration. I also worked as a Business Analyst at Absa Bank in different divisions over five years. My experience in a financial institution coupled with my studies have really boosted my carrier in the financial and general administration . I have been doing the administrative job on daily basis. During this time, I gained hand-on experience and knowledge that will help me to effectively and efficiently do the administrative job. I have a National Diploma in Public Administration and Management with University of South Africa. I also completed a Diploma in Business Administration and Management with Damelin Correspondence College. My interpersonal skills make me to be able to interact with individual from different backgrounds and enable me to manage a healthy business relationship with all stake holders.

I am a team player who easily collaborate with other specialists to achieve a common goal.

I am looking forward to becoming part of your great organization

|                         |  |
|-------------------------|--|
| Preferred occupation    | Administrators<br>Administrative jobs                        |
| Preferred work location | Pretoria / Tshwane<br>Gauteng<br><br>Johannesburg<br>Gauteng |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1976-04-13 (48 years old)   |
| Gender               | Female  |
| Residential location | Pretoria / Tshwane<br>Gauteng   |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

**Work experience**

Working period **nuo 2017.06 iki 2022.07**  
 Company name JMTT Trading (Pty)Ltd  
 You were working at: Project manager  
 Occupation Business Administrator  
 What you did at this job position? Build and maintain relationship with clients • Resolve customer related queries • Attend meetings • Handling all operational issues • Market the company to corporate companies and Governments departments • Develop and maintain open channels of communication for clients and suppliers • Ensure that all regulations are adhered to. • Handling tender documents • Attending tender briefings • Responsible for improving the rolling out time of new products and services • A key point of contact for innovation and teams with other regions -locally. • Develop very strong links with all our Clients & Suppliers and seek customer understanding • Achieve compliance

Working period **nuo 2005.08 iki 2012.01**  
 Company name Absa Bank  
 You were working at: Banking  
 Occupation Business Analyst  
 What you did at this job position? • Preparation and checking of credit applications in line with the Absa Credit policy • Submit accurate credit proposals within agreed SLA's and to proactively monitor turnaround times with all service providers using tools such as an online register • Provide up to date statistical information to Manager • Manage Operations & Business Support • Support the Personal Banker and / or the Assistant Personal Banker in a strategic alliance with the Sales and Credit to ensure pre-eminent client service • Preparation of complex credit applications and the interpretation and implementation of bank credit policy • Advise on credit requirements and security in support of applications and advise and assist the Personal Banker on securities outstanding • Maintenance of accurate and complete client records • Monitoring and control of accounts in the portfolio • Comprehensive knowledge of Absa systems to include FBSS,DOS etc. • Drive all the operational processes to be undertaken for the client

**Education**

Educational period **nuo 2017.06 iki 2021.05**  
 Degree Diploma  
 Educational institution Umisa  
 Educational qualification National Diploma in Public Administration and Management  
 I could work Administrator

|                           |   |
|---------------------------|---|
| Educational period        | <b>nuo 2002.12 iki dabar</b>                      |
| Degree                    | Diploma   |
| Educational institution   | Damelin Correspondence College                    |
| Educational qualification | Diploma in Business Administration and Management |
| I could work              | Finance Administrator/Officer                     |

### Computer knowledge

Microsoft Word  
 Microsoft Excel  
 PowerPoint  
 Absa System  
 Pastel Accounting V5

### Recommendations

|                  |                        |
|------------------|------------------------|
| Contact person   | Rose Mkhombo           |
| Occupation       | Manager/Supervisor     |
| Company          | JMTT Trading (Pty)Ltd  |
| Telephone number | 0794938291             |
| Email address    | Rosa.mkhombo@gmail.com |

|                  |                               |
|------------------|-------------------------------|
| Contact person   | Denise Ngwetsheni             |
| Occupation       | Supervisor                    |
| Company          | Absa bank                     |
| Telephone number | 0722044532                    |
| Email address    | Denise.Ngwetsheni@absa.africa |

### Additional information

|                          |  |
|--------------------------|--|
| Your hobbies             | Managing Projects<br>Catering          |
| Driver licenses          | EB Articulated Light Vehicle ≤ 3,500kg |
| Driver license from      | 2000-04-00 (24 years)                  |
| Salary you wish          | R20.000 R per month                    |
| How much do you earn now | R15.000 R per month                    |