



Ntombizodwa Vandu

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I pride myself in having excellent communication and interpersonal skills, as well as a strong attention to detail and ability to multitask. Additionally, I am personally experienced with phone systems and call routing software as one of my assets. I am passionate in showing a willingness to learn and improve and being able to adapt to changes in technology or procedures, which is also one think that helps me to stand out. Finally, I am a very punctual, reliable person, and able to work well under pressure as that makes up an important quality I have as an employee.

Preferred occupation	Switchboard operator Administrative jobs
Preferred work location	anywhere Gauteng

Contacts and general information about me

Gender	Female
Residential location	Johannesburg Gauteng
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 2008.03 iki 2009.06
Company name	ESTEEM ENGINEERING CC (MEYERTON)
You were working at:	Switchboard operator
Occupation	Receptionist
What you did at this job position?	Reception Filling, Distribution of Mail, Administration Filling on: Invoices, Quotes, Delivery notes and Orders. Work with day in visitors

Working period **nuo 2009.12 iki 2012.11**
 Company name AIR PRODUCTS SA (PTY) LTD. (VANDERBIJLPARK)
 You were working at: Switchboard operator
 Occupation Receptionist
 What you did at this job position? Booking meetings on MS outlook both External an Internal, Reception Filling, Distribution of Mail, Administration Filling on: Invoices, Quotes, Delivery notes and Orders. Knowledge of loading orders on JDE System, Monitor the use of supplies and office equipment, Responsible for the repair and Maintenance of the office, Assisting and evaluating other staff members as requested

Working period **nuo 2013.02 iki 2022.07**
 Company name KENSINGTON PROPERTIES SA (VANDERBIJLPARK)
 You were working at: Real estate agent
 Occupation INTERN PROPERTY PRACTITIONER
 What you did at this job position? Property listing, Assisting with property inspections, Conducting market research, Assisting with property sales, Drafting and reviewing contracts, Maintaining client relationships.

Education

Educational period **nuo 1994.01 iki 1998.12**
 Degree Grade 12 / Matric
 Educational institution General Smuts High School
 Educational qualification Matric

Languages

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

Computer knowledge

Micro-soft Excel

Recommendations

Contact person Human Resource Personnel
 Occupation Human Resource Personnel
 Company ESTEEM ENGINEERING CC (MEYERTON)
 Telephone number (016) 362 1017

Contact person Mrs Zan Roberts
Occupation Manager
Company AIR PRODUCTS SA (PTY) LTD. (VANDERBIJLPARK)
Telephone number (016) 986 8502

Contact person Sonja Jonker
Occupation Manager
Company KENSINGTON PROPERTIES SA (VANDERBIJLPARK)
Telephone number (016) 365 5205

Additional information

Driver licenses None
Salary you wish R9000-R10000 R per month
How much do you earn now R0 R per month