



# Nondanele Tyhileka

Curriculum Vitae (CV)

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

I would like to establish myself as a valuable employee in the Public or Economic Sector and to have a positive contribution to the realization of the short and long term organisational goals. I have excellent interpersonal skills and focused on high levels of achievement, I set realistic goals and take calculated risks. I believe not in the existence of difficulties, but perceive them as challenges which could be tackled and overcome through hard work and commitment. My strong points are the eagerness to learn and seek new ideas from the experienced and being proactive, as I regard this as a great decision making tool.

Preferred occupation	<b>Administrators</b> Administrative jobs
Preferred work location	<b>Mdantsane</b> Eastern Cape
	<b>Port Elizabeth</b> Eastern Cape
	<b>Bhisho</b> Eastern Cape

## Contacts and general information about me

Day of birth	1968-05-12 (56 years old)
Gender	Female
Residential location	<b>East London</b> Eastern Cape
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 **nuo 2007.07 iki 2020.03**  
 Company name Cancer Association Of South Africa  
 You were working at: Administrators  
 Occupation Admin/Secretary  
 What you did at this job position? Reception duties including answering the switchboard. Capture income And expenses, invoices, deposits, receipts and safe keeping, budget Allocation on a budget spreadsheet. Reconciling petty cash, update Reports or lists of income. Banking of income on daily basis, monthly Bank statements. CANSA fundraising events. Liaise with manager. Debtors and creditors, Bank Statement Reconciliation.

**Education**

Educational period **nuo 1996.01 iki 1997.12**  
 Degree Certificate  
 Educational institution Bethelsdorp College (Port Elizabeth)  
 Educational qualification Educare  
 I could work Teaching at preschools.

Educational period **nuo 1999.01 iki 2000.12**  
 Degree Certificate  
 Educational institution Russel Road College  
 Educational qualification Hospitality  
 I could work Opened a catering business

Degree Certificate  
 Educational institution Systemax  
 Educational qualification Computer literacy  
 I could work Word , excel ,PowerPoint, pastel

**Languages**

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

**Computer knowledge**

Microsoft word  
 Excel  
 Pastel  
 PowerPoint

**Recommendations**

Contact person	Fayroes Loofer
Occupation	Manager
Company	CANSA
Telephone number	0747175059
Email address	floofer@cansa.org.za

Contact person	Michelle Goddard
Occupation	Manager
Company	CANSA
Telephone number	0723591071

**Additional information**

Your hobbies	I love reading about what is about the world.
Driver licenses	EB Articulated Light Vehicle ≤ 3,500kg
Driver license from	2007-01-00 (17 years)