



Asanda Madlala

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have National diploma in financial management and I would like to work at any financial institutions so that I can be able to grow and extend my knowledge.

Preferred occupation Banking
Finance jobs

Contacts and general information about me

Gender Female

Residential location Cradock
Eastern Cape

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2018.02 iki 2020.11**

Company name Anathi hotel

You were working at: Receptionists

Occupation Receptionist

What you did at this job position? Answer phones from Clients. greet customers, make appointments, file paperwork, perform data entry, scan documents, receive and sort mail

Working period **nuo 2021.07 iki 2022.10**

Company name The Fix

You were working at: Cashiers

Occupation Fashion consultant

What you did at this job position? Running the shifts when the manager is not around. Assisting with Admin duties Conducting stock count in a timely manner and reporting any issues to the relevant parties. Provides a positive customer experience with fair friendly and courteous service. Registers sales on a cash register by scanning items, and totaling customers purchases. Resolves customer issues and answers questions. Processes return transactions.

Working period **nuo 2020.12 iki 2021.04**
 Company name Nonkqubela Primary School
 You were working at: Training
 Occupation Librarian Assistant
 What you did at this job position? Provide customer service for library users Keep a budget to repair, replace or get new reading materials Help library users check out books Create an online database for easy access to members and staff Develop fun and education programs for youth and adults

Education

Educational period **nuo 2013.01 iki 2013.12**
 Degree Grade 12 / Matric
 Educational institution Shayamoy Area high School
 Educational qualification National senior certificate
 I could work Yes

Educational period **nuo 2015.02 iki 2019.06**
 Degree Diploma
 Educational institution Esayid TVET collage
 Educational qualification Financial management
 I could work Yes

Languages

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

Computer knowledge

Computerised financial system, but it was part of my course financial management.

Recommendations

Contact person Ms NV Pakkies
 Occupation Manager
 Company Anathi hotel
 Telephone number 0832832690

Contact person	Mrs C Vincent
Occupation	Manager
Company	The Fix
Telephone number	0792968784
Contact person	Ms. F.O. Nogcantsi
Occupation	Teacher
Company	Nonkqubela Primary School
Telephone number	0727076901

Additional information

Your hobbies	Listening music Play volleyball
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2022-03-00 (2 years)
Salary you wish	10000 R per month
How much do you earn now	5000 R per month