



# Thabiso Gumede

Curriculum Vitae (CV)

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

And i would like to work to companies such as

- Transnet
- Any Automotive company
- SAB
- Coca cola
- Toyota
- EtheKwin municipality
- Warehouse

Preferred occupation **Dispatchers**  
 I am a Marketing graduate from Durban University of Technology  
Administrative jobs

**Marketing assistant**  
Administrative jobs  
 I am a positive, enthusiastic, and self-motivated person who understands the importance of the values of your company and who will always pay attribute to it mission and it vision and achieve big things. I am a person who value other people categories, and that helps me to understand better the perception of other people. I have sales experience strength in numbers and much understanding of how to overcome challenges.

**Filing clerk**  
Administrative jobs  
 I believe I possess the right qualities and skills to carry out any role to a high standard. As a person who has been into the work environment, I strongly believe that i can put that experience into good use to your company with your team. I always have innovative ideas which your company can put to use and be successful and i always give attention and listen to my seniors so we can achieve the company goals at a given timeframe.

The key skills, qualities, and attributes I have that I feel would be beneficial to this position includes:  
Administrative jobs

- Preferred work location **Durban City**  
Administrative jobs
- A reliable, trustworthy, and flexible approach to all tasks.
  - Being able to maintain a genuine, happy, and positive demeanor whilst at work.

**Contacts and general information about me**

- Able to communicate professionally with customers and clients.
- Day of birth **2000-11-02 (24 years old)**  
 • An ability to work under pressure and complete all tasks in line with any job.
- Gender **Male**  
 • Assisting the other team members whilst carrying out their duties.
- Residential location **Durban City**  
KwaZulu-Natal

I would appreciate to work in the office as a:  
Information is available only for registered users.

Telephone number **Sign in**

Office Administrator **Sign in**  
Information is available only for registered users.

Email address **Sign in**

Warranty Clerk  
 Costing Clerk

**Work experience**

Debtors Clerk

Working period **nuo 2022.04 iki 2024.03**

Company name NMI Mercedes Benz Umhlanga

You were working at: Other jobs

Occupation Internship

What you did at this job position? Printing PDI jobcards on Karriadge System • Costing Warranty Checks job • Costing preservation check job • Costing pre-delivery inspection job • Costing Services (A & B) • Costing Breakdown job • Damage Coding • Tracing the location of jobcards • Doing Work in Progress • Writing Credit Note and give them for signing • Filing credit note and Zero invoice sequential • Sending Files to Administration office for Auditing • Rearranging jobcard documents and send them for filling to a filing clerk • Ensuring the availability of stationary • Printing PRF for warranties • Writing 3 c's to each PRF • Making copies of each Jobcard • Searching for parts in claim room and in workshop • Creating load list • Boxing up all Warranties • Sending WRT's for registration and creation of POD's • Calling a Corriere for collection of warranties

**Education**

Educational period **nuo 2020.02 iki 2022.12**

Degree Diploma

Educational institution Durban University of Technology

Educational qualification Diploma in Marketing

I could work Sales executive

Educational period **nuo 2014.01 iki 2018.12**

Degree Grade 12 / Matric

Educational institution Robert Hlongwa Secondary school

Educational qualification Matric

I could work Yes

**Languages**

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English  | very good      | fluent              | fluent        |
| isiZulu  | fluent         | fluent              | fluent        |

**Computer knowledge**

Skilled

**Conferences, seminars**

Skilled

**Additional information**

Driver licenses None

|                          |                       |
|--------------------------|-----------------------|
| Driver license from      | 2023-00-00 (2 years)  |
| Salary you wish          | R13000.00 R per month |
| How much do you earn now | R8000.00 R per month  |