



# 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**  
 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.  
Salesman  
Sales jobs

**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.  
Car drivers  
Driver jobs  
Debtors clerk  
Administrative jobs  
Jobs for students  
Student jobs

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

- Preferred work location **Durban City**
- 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 (23 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

Email address Information is available only for registered users.

Warranty Clerk [Sign in](#)

Costing Clerk

**Work experience**

Debtors Clerk

Working period	<b>nuo 2022.04 iki 2024.03</b>
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	<b>nuo 2020.02 iki 2022.12</b>
Degree	Diploma
Educational institution	Durban University of Technology
Educational qualification	Diploma in Marketing
I could work	Sales executive

Educational period	<b>nuo 2014.01 iki 2018.12</b>
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
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Driver license from	2023-00-00 (1 years)
Salary you wish	R13000.00 R per month
How much do you earn now	R8000.00 R per month