



# Thabo Matsho

Curriculum Vitae (CV)

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

Underwriting administrator

I want to grow my career path from entry-level to senior positions.

I want to to be a team leader(honesty and integrity).

I want to set a good example of a candidate amongst the team I will be working on.

I want to lead big projects that will give company a positive turnover.

Preferred occupation Insurance administrator  
Finance jobs

Government jobs  
Government jobs

Preferred work location Johannesburg  
Gauteng

## Contacts and general information about me

Day of birth 1993-06-16 (31 years old)

Gender Male

Residential location Johannesburg  
Gauteng

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 2016.09 iki 2017.11**

Company name Flamingo Service Station(Engen Garage)

You were working at: Sales administartor

Occupation Cashier Administrator

What you did at this job position? 1.Receive payments from customers, issue receipts and ensure accuracy and balance of received money. 2.Receive money, scrutinize cheques, balance daily cash and compile reports. 3. Assist customers with any questions or concerns they may have. 4. Resolving complaints promptly and professionally.

Working period **nuo 2018.01 iki 2018.12**

Company name Guardrisk Insurance Company

You were working at: Insurance administrator

Occupation Underwriting Administrator

What you did at this job position? 1. Preparing and issuing quotes, renewals, endorsements, cancelation and other documents. 2. Communicates with clients, brokers, agents and other parties to provide information and answer queries. 3. Identify gaps in the system control. 4. Complete ad-hoc admin duties as and when needed. 5. Provide administrative support within the department. 6. Update and maintain the relevant documents and follow up on outstanding actions.

Working period **nuo 2020.02 iki 2024.04**

Company name Phillip Morris International (Leonard Dingler )

You were working at: Manufacturing jobs

Occupation Machine Operator

What you did at this job position? 1. Prepare machine to start a production cycle, performing calibration, cleaning and other activities. 2. Monitor and properly adjust machine settings. 3. Supply raw materials or parts to semi automated machines. 4. Check parts with precision, using appropriate measuring tools and conduct tests to check the operation of machines. 5. Verify output to detect any machine related mistakes or flaws. 6. Adhere to health and safety regulation.

## Education

Educational period **nuo 2012.01 iki 2012.11**

Degree Grade 12 / Matric

Educational institution Dalpark Learning Academy

Educational qualification Matric certificate

Educational period **nuo 2013.02 iki 2014.06**

Degree Certificate

Educational institution Benoni Technical College

Educational qualification Marketing Management

Educational period **nuo 2015.03 iki 2016.04**

Degree Certificate

Educational institution Siyafunda CTC

Educational qualification End User Computing

Educational period	<b>nuo 2018.02 iki 2018.11</b>
Degree	Certificate
Educational institution	Octomate (pty) ltd
Educational qualification	Wealth Management NQF 5 (120credits)

### Languages

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

### Recommendations

Contact person	Chumani Chewana
Occupation	Fuel underwriter
Company	Guardrisk Insurance Company
Telephone number	0739799334

Contact person	Judith Nduna
Occupation	Consultant
Company	Alexander forbes
Telephone number	0731967954

### Additional information

Your hobbies	Playing soccer. Reading books. Watching television. Traveling.
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2014-11-00 (9 years)
Salary you wish	12000 R per month
How much do you earn now	10000 R per month