



Linda Thomas Gumede

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Hi my name is Linda Thomas Gumede a self-motivated person who does not take anything for granted, a hard-working, competent and determined. Through my experience with data capturing and tele-sale I have learned to capture data and information accurately, timely and relevant to a particular department . I am always prepared to take each and every challenge or task that I am given, making sure that I do it at the right time with the best of my abilities to produce satisfactory results. I am a fast learner who works very well under pressure and confident that I can pursue this career. My qualification includes a grade 12 and Business management qualifications. I also have working Data Capturing, Tele sale practical experience at (COJ). I have good communication skills and interpersonal skills, so I find it very easy working with other people.

Updated: 4 days ago

Preferred occupation	Administrators Administrative jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Gender	Male
Residential location	Johannesburg Gauteng
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period **nuo 2006.10 iki 2007.03**

Company name Facilities Maintenance Management Unit

You were working at: Administrators

Occupation Data Capturer

What you did at this job position? 1.Tele Sale 2.Data capture 3.Rendering effective procurement of goods and services. 4.Ordering, controlling and issuing of store items.5.Control and manage a quotation system as well as the roster system. 6.Receive and open bid documents.7.Filling of requisitions.8 Process payments of invoice for rendered services.

Education

Educational period **nuo 2005.01 iki 2006.07**

Degree Diploma

Educational institution Central Johannesburg College

Educational qualification Grade 12 and a Diploma

I could work Any Administration

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	good

Computer knowledge

Ms Word, Data Base, Excel and Microsoft Word

Conferences, seminars

Business Conferences

Recommendations

Contact person Mrs Hilda Sihlangu

Occupation Senior Administrator

Company City of Johannesburg

Telephone number 011 933-1622

Additional information

Your hobbies Enjoys sports activities and I am motivated by reading different types of content like business management.

Driver licenses None

Salary you wish R4000 R per month

How much do you earn now Unemployed R per month