



Nwabisa Pretty Kunene

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Data capturer and dispatch or receiver clerk. I have been doing data capturing and dispatching for 10 years. I am a fast learner and I am ambitious about my work.

| | |
|-------------------------|------------------------------------|
| Preferred occupation | Dispatchers Administrative jobs |
| | data capturer Other jobs |
| Preferred work location | Port Elizabeth Eastern Cape |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1973-09-14 (51 years old) |
| Gender | Female |
| Residential location | Port Elizabeth Eastern Cape |
| 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 1998.10 iki 2013.06 |
| Company name | Venture SA |
| You were working at: | Dispatchers |
| Occupation | dispatch clerk |
| What you did at this job position? | dispatching and capture parts |
| Working period | nuo 2013.12 iki 2015.01 |
| Company name | Fairdeal |
| You were working at: | Other jobs |
| Occupation | credit collector clerk |
| What you did at this job position? | call customers and remind them about payment and collect cash to others |

Working period **nuo 2015.05 iki 2016.12**
 Company name Valotrade
 You were working at: Other jobs
 Occupation debtor clerk
 What you did at this job position? call debtors for their debts for African bank and Joshua Doore

Education

Educational period **nuo 2010.01 iki 2012.12**
 Degree Certificate
 Educational institution East Midlands College
 Educational qualification N6 in business management
 I could work with account departments both credit and debit. I could also do production and a little with wage clerk

Languages

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

Computer knowledge

Excel, Microsoft, e-mails and internet

Conferences, seminars

First aid and HIV and AIDS awareness

Recommendations

Contact person Bianca Deyzel
 Occupation Supervisor
 Company Valotrade
 Telephone number 0413653413
 Email address biancad@dpls.co.za

Contact person Karin
 Occupation manager
 Company Fairdeal/African bank
 Telephone number 0837269346

Additional information

Your hobbies Reading and cooking

| | |
|--------------------------|---------------------------|
| Driver licenses | B Light Vehicle ≤ 3,500kg |
| Driver license from | 2013-09-00 (11 years) |
| Salary you wish | R6000 R per month |
| How much do you earn now | R3500 + com R per month |