



Nombongo Veronica Mantshantsha

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for job as a administration officer , I have passed metric and have certificate in Financial secretary which I completed in 2005 ,I also have driver's licence code 10, I am very passionate with clients and working with a team although I like to lead the team with my work performance of course, I am very easy person to talk to,honesty and trustworthy, I am fast learner,good listening and communication skills, problem solver.

I would like to see myself one day owning my company,finishing my studies and succeed in life through my hard work.

Preferred occupation	Nurses Medicine, healthcare, nursing jobs
	Banking Finance jobs
Preferred work location	East Rand Gauteng

Contacts and general information about me

Day of birth	1981-09-08 (43 years old)
Gender	Female
Residential location	East Rand 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 2011.06 iki 2015.01
Company name	Rainbow Finance
You were working at:	Telemarketers
Occupation	Follow up clerk
What you did at this job position?	collection of payments from clients, data capturing, solving complints,customer service,filling,faxing,photocopying,daily targets as well as monthly targets

Working period	nuo 2007.06 iki 2009.01
Company name	Ellerines Holdings
You were working at:	Telemarketers
Occupation	Sales advisor
What you did at this job position?	marketing sales, selling, promotions, phoning clients, faxing, photocopying, sending emails, opening files, invoicing,

Education

Educational period	nuo 2004.01 iki 2005.12
Degree	Certificate
Educational institution	United training college
Educational qualification	Financial secretary
I could work	Secretary, Office clerk and Receptionist

Languages

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

Computer knowledge

Ms word, excel, internet and emailing, typing skills,

Conferences, seminars

Top achievers at Atlas Finance where I received a certificate of merit on the 17 June 2011

Recommendations

Contact person	Gwem Britz
Occupation	sales area manager
Company	Atlas Finance
Telephone number	0877012837
Email address	gwenbritz@atlasfinance.co.za

Additional information

Your hobbies	I like reading magazines, watching tv, cooking and baking
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2012-03-00 (12 years)
Salary you wish	7500 R per month
How much do you earn now	4500 R per month