



# 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	<b>Nurses</b> Medicine, healthcare, nursing jobs
	<b>Banking</b> Finance jobs
Preferred work location	<b>East Rand</b> Gauteng

## Contacts and general information about me

Day of birth	1981-09-08 (42 years old)
Gender	Female
Residential location	<b>East Rand</b> Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2011.06 iki 2015.01</b>
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	<b>nuo 2007.06 iki 2009.01</b>
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	<b>nuo 2004.01 iki 2005.12</b>
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