



# Johannes Nhlanhla Yende

Curriculum Vitae (CV)

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

1. Administrative
2. Clerical
3. Weighbridge Operator/Clerk
4. Fleet Management/ Controller
5. Data Capturer

I'm a team player, reliable, deadline driven, high work ethic and initiative person. I have interpersonal relations and able to communicate at high level. I'm able to plan and execute very well. I can manage myself and time. Furthermore, I can work unsupervised.

Preferred occupation Administrators  
Administrative jobs

Preferred work location Pretoria / Tshwane  
Gauteng

## Contacts and general information about me

Day of birth 1976-02-22 (48 years old)

Gender Male

Residential location Pretoria / Tshwane  
Gauteng

Telephone number *Information is available only for registered users.*  
[Sign in](#)

Email address *Information is available only for registered users.*  
[Sign in](#)

## Work experience

Working period **nuo 2016.04 iki 2018.11**

Company name Economic Recycling

You were working at: Other jobs

Occupation Collections Controller

What you did at this job position? 1. Fleet Management 2. Supervising drivers 3. Approving invoices for payment purposes 4. Respond to client queries 5. Ordering of diesel and PPE 6. Diesel reconciliation 7. Compiling monthly reports 8. General administration

Working period **nuo 2015.09 iki 2016.03**  
 Company name Remade Recycling  
 You were working at: Other jobs  
 Occupation Administrative Officer  
 What you did at this job position? 1.Compiling monthly reports 2. Monitoring collections 3. Booking visitors 4. Ordering of consumables 5. Filing 6. Payroll

Working period **nuo 2013.09 iki 2015.08**  
 Company name Remade Recycling  
 You were working at: Other jobs  
 Occupation Weighbridge Clerk  
 What you did at this job position? Operating weighbridge

Working period **nuo 2010.08 iki 2011.07**  
 Company name Department of Transport  
 You were working at: Other jobs  
 Occupation Dangerous Goods Administrative Officer  
 What you did at this job position? 1. Provide admin support to the sub-directorate 2. Draft and compile memorandums/ general letter 3. Assist in conducting inspections 4. Manage photocopies 5. Minutes taking 6. Assist with General Admin

Working period **nuo 2008.10 iki 2010.07**  
 Company name Liviero Civils  
 You were working at: Other jobs  
 Occupation Site Administrator  
 What you did at this job position? 1. Compiling site monthly costing 2. Approving invoices for payment purposes 3. Diesel reconciliation 4. Supervision of storeman 5. General administration

## Education

Educational period **nuo 1992.01 iki 1994.12**  
 Degree Grade 12 / Matric  
 Educational institution IR Lesolang High School  
 Educational qualification Matric  
 I could work Yes

Educational period **nuo 2001.01 iki 2005.09**  
 Degree Degree  
 Educational institution University of South Africa  
 Educational qualification Bachelor of Commerce with Specialisation in Management  
 I could work Yes

**Languages**

| <b>Language</b> | <b>Speaking level</b> | <b>Understanding level</b> | <b>Writing level</b> |
|-----------------|-----------------------|----------------------------|----------------------|
| English         | very good             | very good                  | very good            |
| Afrikaans       | good                  | good                       | good                 |
| Setswana        | very good             | very good                  | very good            |
| isiZulu         | very good             | very good                  | basic                |

**Computer knowledge**

Ms Word  
 Ms Excel  
 PowerPoint (basic)  
 Lookout  
 Groupwise  
 Viper TNA software

**Recommendations**

|                  |                            |
|------------------|----------------------------|
| Contact person   | April Mokonyane            |
| Occupation       | Supervisor                 |
| Company          | Econamic Recycling         |
| Telephone number | 073 850 3300               |
| Contact person   | Lawrence Potgieter         |
| Occupation       | Manager                    |
| Company          | Remade Recycling           |
| Telephone number | 012 522 3883/ 062 011 3937 |
| Contact person   | Muriel Ditshweung          |
| Occupation       | Deputy Director            |
| Company          | Department of Transport    |
| Telephone number | 012 309 3810/ 082 714 7413 |
| Contact person   | Jacques Pienaar            |
| Occupation       | Contracts Manager          |
| Company          | Liviero Civils             |
| Telephone number | 011 466 2644/ 082 454 6663 |

**Additional information**

|                 |   |
|-----------------|---|
| Your hobbies    | Reading<br>Watching and partaking in soccer |
| Driver licenses | None  |

Salary you wish 15 000 R per month

How much do you earn now 14 600 R per month