



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	<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 2016.04 iki 2018.11
Company name	Econamic 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

Language	Speaking level	Understanding level	Writing level
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	Economic 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 Ditsheung
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 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