



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.*
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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

| 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 | 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 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