



# Thandiwe Naile

Curriculum Vitae (CV)

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

I have 6 years of experience in Administration Environment and my duties include but not limited: Capture credit claims, printing statements, prepare credit note reports, assist with customer account queries, follow up on outstanding balances, assist regional operations with general admin duties, do switchboard when required.

I am a well organised person with good interpersonal and organisational skills. I am computer literate in MS Word (Typing Skills), MS Outlook and Excel. I have supervision and coaching skills and with my attention to details I could catch and rectify mistakes made on the confirmation of client's files and ensured that there is no rework done.

I have a listening skill and my ability to ask for help when needed has earned me much knowledge and self confidence in my work and have taught me to teach others to grow their capability. I communicate well with people and cope well when working as a team to achieve business goals.

I am a firm believer in work ethics and I believe I am a perfect match for this position.

I am looking forward to joining the company.

Preferred occupation	Administrators Administrative jobs
Preferred work location	East Rand Gauteng
	Sedibeng Gauteng
	Johannesburg Gauteng

## Contacts and general information about me

Day of birth	1986-01-10 (38 years old)
Gender	Female
Residential location	East Rand 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>

**Additional information**

Salary you wish	10000 R per month
How much do you earn now	N/A R per month