



# Andile Shandu

Curriculum Vitae (CV)

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

I am confident that I have knowledge and skills professionally fulfill the position as required by the organisation. I am eager to enhance and refine my personal development within the organisation and take on the challenges that lie ahead. I will endeavour to effectively performance all my tasks as required by the organisation and maintain the standard as defined by you.

Preferred occupation [Jobs for students](#)  
[Student jobs](#)

Preferred work location [Richards bay](#)  
[KwaZulu-Natal](#)

## Contacts and general information about me

Day of birth 1994-03-29 (31 years old)

Gender Female

Residential location [Empangeni KwaZulu Natal](#)  
[KwaZulu-Natal](#)

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 2017.04 iki 2018.10**

Company name Ndlangubo clinic

You were working at: Training

Occupation Secretary

What you did at this job position? Recording patients personal information and data capturing

## Education

Educational period **nuo 2013.01 iki 2015.12**

Degree Certificate

Educational institution Umfolozi TVET College

Educational qualification Office administration

I could work At office

Educational period	<b>nuo 2018.06 iki 2019.12</b>
Degree	Diploma
Educational institution	Umfolozi TVET College
Educational qualification	Public management
I could work	At office

### **Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	very good	good	very good

### **Computer knowledge**

I am 80% good at computer Microsoft word Excel PowerPoint outlook as well as mail merge

### **Conferences, seminars**

N/A

### **Recommendations**

Contact person	Mr DG Mbatha
Occupation	Lecturer
Company	Umfolozi TVET College
Telephone number	0822937382
Email address	andileabuhle@gmail.com

### **Additional information**

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2020-03-00 (5 years)
Salary you wish	R5000-R 8000 R per month
How much do you earn now	None R per month