



# 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.*  
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## 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   | Umfoloji TVET College          |
| Educational qualification | Public management              |
| I could work              | At office                      |

#### Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| 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          | Umfoloji 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                    |