



Andile Shawe

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Debtors Clerk.

I have 2 years experience in the field rendering customer service on the Retail.I know the industry working with system and make daily report to my Regional Accounts.I used to capture customer's data with confidential information also make courtesy call to ensure the best service we deliver is on the best standard.Keep my filling update Petty cash file,Banking file,Contract Form file and Queries file to make sure we act swiftly when our clients logde complaint.

Preferred occupation **Debtors clerk**
Administrative jobs

Preferred work location **Durban City**
KwaZulu-Natal

Contacts and general information about me

Day of birth	1992-12-26 (33 years old)
Gender	Male
Residential location	KwaZulu-Natal
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 2016.01 iki 2017.12
Company name	Lewis furniture stores
You were working at:	Shop assistants
Occupation	Doctors Clerk
What you did at this job position?	Creating customer's profile on the system by keeping their information so confidential,also making arrangements of payment telephonically.Conduct daily report and submit to my Regional Accounts Manager, Practice proper and accurate filling banking, contract forms, petty cash customer complaints file to ensure issues are resolved by immediate effect.

Working period	nuo 2020.05 iki 2022.01
Company name	Fw Plant
You were working at:	Truck drivers
Occupation	Water Tank Driver
What you did at this job position?	Do daily inspection on my truck early in the morning to make sure it's road worthy. Wash and keep it clean all the time so we can transport water to the community. fill diesel form accurate and submit to the fuel department.

Education

Degree	Diploma
Educational institution	Tvet College
Educational qualification	Public Management
I could work	Every where I can be located.

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	very good	very good

Computer knowledge

Well skilled with systems as part of my package in High institution Ms word, excel and power point included on my National Diploma in Public Administration.

Recommendations

Contact person	Vinesh Bodasing
Occupation	Branch manager
Company	Lewis stores
Telephone number	+27 61 144 6560
Email address	VineshBodading@gmail.com

Additional information

Your hobbies	Books Gym
Driver licenses	EC Articulated Extra Heavy Vehicle > 16,000kg
Driver license from	2020-11-00 (5 years)
Salary you wish	R12000.00 R per month
How much do you earn now	R9000.00 R per month