



Jacqueline Thukani

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am currently looking for an Administration post. I believe my experience at JMT Trading as a business administrator for the company and the knowledge I received from my studies enables and equipped me to have strong experience in the field of administration. I also worked as a Business Analyst at Absa Bank in different divisions over five years. My experience in a financial institution coupled with my studies have really boosted my carrier in the financial and general administration . I have been doing the administrative job on daily basis. During this time, I gained hand-on experience and knowledge that will help me to effectively and efficiently do the administrative job. I have a National Diploma in Public Administration and Management with University of South Africa. I also completed a Diploma in Business Administration and Management with Damelin Correspondence College. My interpersonal skills make me to be able to interact with individual from different backgrounds and enable me to manage a healthy business relationship with all stake holders.

I am a team player who easily collaborate with other specialists to achieve a common goal.

I am looking forward to becoming part of your great organization

Preferred occupation	Administrators Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng Johannesburg Gauteng

Contacts and general information about me

Day of birth	1976-04-13 (48 years old)
Gender	Female
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. Sign in

Work experience

Working period **nuo 2017.06 iki 2022.07**

Company name JMTT Trading (Pty)Ltd

You were working at: Project manager

Occupation Business Administrator

What you did at this job position? Build and maintain relationship with clients • Resolve customer related queries • Attend meetings • Handling all operational issues • Market the company to corporate companies and Governments departments • Develop and maintain open channels of communication for clients and suppliers • Ensure that all regulations are adhered to. • Handling tender documents • Attending tender briefings • Responsible for improving the rolling out time of new products and services • A key point of contact for innovation and teams with other regions -locally. • Develop very strong links with all our Clients & Suppliers and seek customer understanding • Achieve compliance

Working period **nuo 2005.08 iki 2012.01**

Company name Absa Bank

You were working at: Banking

Occupation Business Analyst

What you did at this job position? • Preparation and checking of credit applications in line with the Absa Credit policy • Submit accurate credit proposals within agreed SLA's and to proactively monitor turnaround times with all service providers using tools such as an online register • Provide up to date statistical information to Manager • Manage Operations & Business Support • Support the Personal Banker and / or the Assistant Personal Banker in a strategic alliance with the Sales and Credit to ensure pre-eminent client service • Preparation of complex credit applications and the interpretation and implementation of bank credit policy • Advise on credit requirements and security in support of applications and advise and assist the Personal Banker on securities outstanding • Maintenance of accurate and complete client records • Monitoring and control of accounts in the portfolio • Comprehensive knowledge of Absa systems to include FBSS,DOS etc. • Drive all the operational processes to be undertaken for the client

Education

Educational period **nuo 2017.06 iki 2021.05**

Degree Diploma

Educational institution Umisa

Educational qualification National Diploma in Public Administration and Management

I could work Administrator

Educational period	nuo 2002.12 iki dabar
Degree	Diploma
Educational institution	Damelin Correspondence College
Educational qualification	Diploma in Business Administration and Management
I could work	Finance Administrator/Officer

Computer knowledge

Microsoft Word
Microsoft Excel
PowerPoint
Absa System
Pastel Accounting V5

Recommendations

Contact person	Rose Mkhombo
Occupation	Manager/Supervisor
Company	JMTT Trading (Pty)Ltd
Telephone number	0794938291
Email address	Rosa.mkhombo@gmail.com
Contact person	Denise Ngwetsheni
Occupation	Supervisor
Company	Absa bank
Telephone number	0722044532
Email address	Denise.Ngwetsheni@absa.africa

Additional information

Your hobbies	Managing Projects Catering
Driver licenses	EB Articulated Light Vehicle ≤ 3,500kg
Driver license from	2000-04-00 (24 years)
Salary you wish	R20.000 R per month
How much do you earn now	R15.000 R per month