



Ntombizodwa Vandu

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I pride myself in having excellent communication and interpersonal skills, as well as a strong attention to detail and ability to multitask. Additionally, I am personally experienced with phone systems and call routing software as one of my assets. I am passionate in showing a willingness to learn and improve and being able to adapt to changes in technology or procedures, which is also one think that helps me to stand out. Finally, I am a very punctual, reliable person, and able to work well under pressure as that makes up an important quality I have as an employee.

Preferred occupation Switchboard operator
Administrative jobs

Preferred work location anywhere
Gauteng

Contacts and general information about me

Gender Female

Residential location Johannesburg
Gauteng

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 2008.03 iki 2009.06**

Company name ESTEEM ENGINEERING CC (MEYERTON)

You were working at: Switchboard operator

Occupation Receptionist

What you did at this job position? Reception Filling, Distribution of Mail, Administration Filling on:
Invoices, Quotes, Delivery notes and Orders. Work with day in
visitors

Working period **nuo 2009.12 iki 2012.11**

Company name AIR PRODUCTS SA (PTY) LTD. (VANDERBIJLPARK)

You were working at: Switchboard operator

Occupation Receptionist

What you did at this job position? Booking meetings on MS outlook both External an Internal, Reception Filling, Distribution of Mail, Administration Filling on: Invoices, Quotes, Delivery notes and Orders. Knowledge of loading orders on JDE System, Monitor the use of supplies and office equipment, Responsible for the repair and Maintenance of the office, Assisting and evaluating other staff members as requested

Working period **nuo 2013.02 iki 2022.07**

Company name KENSINGTON PROPERTIES SA (VANDERBIJLPARK)

You were working at: Real estate agent

Occupation INTERN PROPERTY PRACTITIONER

What you did at this job position? Property listing, Assisting with property inspections, Conducting market research, Assisting with property sales, Drafting and reviewing contracts, Maintaining client relationships.

Education

Educational period **nuo 1994.01 iki 1998.12**

Degree Grade 12 / Matric

Educational institution General Smuts High School

Educational qualification Matric

Languages

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

Computer knowledge

Micro-soft Excel

Recommendations

Contact person Human Resource Personnel

Occupation Human Resource Personnel

Company ESTEEM ENGINEERING CC (MEYERTON)

Telephone number (016) 362 1017

Contact person	Mrs Zan Roberts
Occupation	Manager
Company	AIR PRODUCTS SA (PTY) LTD. (VANDERBIJLPARK)
Telephone number	(016) 986 8502

Contact person	Sonja Jonker
Occupation	Manager
Company	KENSINGTON PROPERTIES SA (VANDERBIJLPARK)
Telephone number	(016) 365 5205

Additional information

Driver licenses	None
Salary you wish	R9000-R10000 R per month
How much do you earn now	R0 R per month