



# Wandile Emmanuel Qulu

Curriculum Vitae (CV)

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

I am looking for no specific kind of a job but my preferences are in line with what I have done before. Preferable administration, sales, and retail. I am worker holistic, trustworthy, dedicated, great working habits, optimistic, extroverted, flexible, self-motivated, integrity, calm. Having worked as an administration clerk, a cleaner, a petrol attendant, a cashier, an Independent Sales Agent, a Public Relations Officer makes it easy for me to blend with the people and create a healthy working environment only for the benefit of the company. My reliability lies with the fact that I always meet deadlines irrespective of the challenges I encounter.

### Preferred occupation

**Data capturers**

Administrative jobs

**Cashiers**

Retail, store jobs

**Generals**

General jobs

**Waiters, waitresses**

Restaurant, bar service jobs

**Receptionists**

Hotel jobs

**Housekeepers**

Labour jobs

**Bookkeeper**

Administrative jobs

**Government jobs**

Government jobs

**Sales consultant**

Sales jobs

**Sales agent**

Sales jobs

**Sales representative**

Sales jobs

**Jobs abroad**

Jobs abroad

**Butcher**

	Kitchen jobs
	Other jobs Other jobs
Preferred work location	Cape Town Western Cape
	Cape Flats Western Cape
	Atlantic Seaboard Western Cape
	Northern Suburbs Western Cape
	Southern Suburbs Western Cape
	West Coast Western Cape
	Eden Western Cape
	Central Karoo Western Cape

#### Contacts and general information about me

Day of birth	1987-10-21 (38 years old)
Gender	Male
Residential location	Cape Town Western Cape
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

#### Work experience

Working period	<b>nuo 2009.11 iki 2012.01</b>
Company name	Sasol Garage
You were working at:	Cashiers
Occupation	Cashier
What you did at this job position?	Greet customers, help them find what they are need. Provide customers with information about items. Elevate their complaints to the management. Promote and sell products using compact influences to customers. Create and maintaining constructive business and customer relations.

Working period **nuo 2014.02 iki 2022.03**

Company name Department of Education

You were working at: Administrators

Occupation Administration clerk

What you did at this job position? Compiling reports (financial, academic, FINCOM, SNP). Typing, printing, scanning, photocopying. Handling petty cash. Handling incoming and outgoing correspondence. Organizing trips; transport, accommodation and activities. Doing payments to the part-time workers via electronic banking. Requesting quotations and receiving invoices. Filing. Capturing, storing and retrieving data both soft and hard. Welcoming visitors and making them feel comfortable. Taking minutes of the meetings. Doing academic promotions and issuing of learner's academic reports. Liaising between the public and the school management team.

Working period **nuo 2023.05 iki 2023.09**

Company name Credico

You were working at: Field Agent

Occupation Independent Sales Agent

What you did at this job position? Duties Pitching to customers to open Ackermans store card. Helping clients who have insurance with Hollard to make their claims. Helping potential clients to apply for a CAPFIN loan. Scanning clients' documents including POI at a till point. Submitting documents via e-mail and/or fax. Uploading. Forwarding clients queries to the relevant personnel. Create and maintaining constructive business and customer relations.

### Education

Educational period **nuo 2012.01 iki 2014.12**

Degree Certificate

Educational institution Ingwe FET College

Educational qualification Management Assistant

I could work I could work at the private or public institutions.

### Languages

Language	Speaking level	Understanding level	Writing level
isiXhosa	fluent	fluent	fluent
English	very good	very good	very good
isiZulu	very good	very good	very good
Afrikaans	basic	basic	do not know
Setswana	good	good	good

### Additional information

Driver licenses None

Salary you wish 8000.00 R per month

How much do you earn now

0.00 R per month