



# Thabiso Gumede

Curriculum Vitae (CV)

What job i'm looking for? My positive points

And i would like to work to companies such as

Transnet

Any Automotive company

SAB

Coca cola

Toyota

EtheKwin municipality

Warehouse

Preferred occupation

I am a Marketing graduate from Durban University of Technology

Dispatchers

Administrative jobs

Marketing assistant

I am a positive, enthusiastic, and self-motivated person who understands the importance of the values of your company and who will always pay attribute to it mission and it vision and achieve big things. I am a person who value other people categories, and that helps me to understand better the perception of other people. I have very good strength in numbers and much understanding of how to overcome challenges.

Administrative jobs

Salesman

Sales jobs

Sales executive

Sales jobs

Sales jobs

Sales jobs

Filing clerk

Administrative jobs

I believe I possess the right qualities and skills to carry out any role to a high standard. As a person who has been into the work environment, I strongly believe that i can put that experience into good use to your company with your team. I always have innovative ideas which your company can put to use and be successful and i always give attention and listen to my seniors so we can achieve the company goals at a given timeframe.

Car drivers

Driver jobs

Debtors clerk

Administrative jobs

Jobs for students

Student jobs

The key skills, qualities, and attributes I have that I feel would be beneficial to this position includes:

Generals

General jobs

Preferred work location

Durban City

• A reliable, trustworthy, and flexible approach to all tasks.

• Being able to maintain a genuine, happy, and positive demeanor whilst at work.

#### Contacts and general information about me

• Able to communicate professionally with customers and clients.

Day of birth

2000-11-02 (25 years old)

• An ability to work under pressure and complete all tasks in line with any job.

Gender

Male

• Assisting the other team members whilst carrying out their duties.

Residential location

Durban City

KwaZulu-Natal

I would appreciate to work in the office as a:

Telephone Number

Information is available only for registered users.

Office Administrator

[Sign in](#)

Email address

Information is available only for registered users.

Warranty Clerk

[Sign in](#)

Costing Clerk

#### Work experience

Debtors Clerk

Working period	<b>nuo 2022.04 iki 2024.03</b>
Company name	NMI Mercedes Benz Umhlanga
You were working at:	Other jobs
Occupation	Internship
What you did at this job position?	Printing PDI jobcards on Karriadge System • Costing Warranty Checks job • Costing preservation check job • Costing pre-delivery inspection job • Costing Services (A & B) • Costing Breakdown job • Damage Coding • Tracing the location of jobcards • Doing Work in Progress • Writing Credit Note and give them for signing • Filing credit note and Zero invoice sequential • Sending Files to Administration office for Auditing • Rearranging jobcard documents and send them for filling to a filing clerk • Ensuring the availability of stationary • Printing PRF for warranties • Writing 3 c's to each PRF • Making copies of each Jobcard • Searching for parts in claim room and in workshop • Creating load list • Boxing up all Warranties • Sending WRT's for registration and creation of POD's • Calling a Corriere for collection of warranties

### Education

Educational period	<b>nuo 2020.02 iki 2022.12</b>
Degree	Diploma
Educational institution	Durban University of Technology
Educational qualification	Diploma in Marketing
I could work	Sales executive
Educational period	<b>nuo 2014.01 iki 2018.12</b>
Degree	Grade 12 / Matric
Educational institution	Robert Hlongwa Secondary school
Educational qualification	Matric
I could work	Yes

### Languages

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

### Computer knowledge

Skilled

### Conferences, seminars

Skilled

### Additional information

Driver licenses	None
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Driver license from	2023-00-00 (3 years)
Salary you wish	R13000.00 R per month
How much do you earn now	R8000.00 R per month