



Nwabisa Pretty Kunene

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Data capturer and dispatch or receiver clerk. I have been doing data capturing and dispatching for 10 years. I am a fast learner and I am ambitious about my work.

Preferred occupation	Dispatchers Administrative jobs data capturer Other jobs
Preferred work location	Port Elizabeth Eastern Cape

Contacts and general information about me

Day of birth	1973-09-14 (52 years old)
Gender	Female
Residential location	Port Elizabeth Eastern Cape
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 1998.10 iki 2013.06
Company name	Venture SA
You were working at:	Dispatchers
Occupation	dispatch clerk
What you did at this job position?	dispatching and capture parts
Working period	nuo 2013.12 iki 2015.01
Company name	Fairdeal
You were working at:	Other jobs
Occupation	credit collector clerk
What you did at this job position?	call customers and remind them about payment and collect cash to others

Working period	nuo 2015.05 iki 2016.12
Company name	Valotrade
You were working at:	Other jobs
Occupation	debtor clerk
What you did at this job position?	call debtors for their debts for African bank and Joshua Doore

Education

Educational period	nuo 2010.01 iki 2012.12
Degree	Certificate
Educational institution	East Midlands College
Educational qualification	N6 in business management
I could work	with account departments both credit and debit. I could also do production and a little with wage clerk

Languages

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

Computer knowledge

Excel, Microsoft, e-mails and internet

Conferences, seminars

First aid and HIV and AIDS awareness

Recommendations

Contact person	Bianca Deyzel
Occupation	Supervisor
Company	Valotrade
Telephone number	0413653413
Email address	biancad@dpls.co.za
Contact person	Karin
Occupation	manager
Company	Fairdeal/African bank
Telephone number	0837269346

Additional information

Your hobbies	Reading and cooking
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Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2013-09-00 (12 years)
Salary you wish	R6000 R per month
How much do you earn now	R3500 + com R per month