



Viwe Zondeki

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for a job that will help me grow personally as well as within the company. I can work well in a collaborative environment and enjoy working with people to achieve a certain goal. I have good communication skills and can work proficiently with Microsoft office.

Preferred occupation	Banking Finance jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1988-12-01 (35 years old)
Gender	Female
Residential location	Johannesburg Gauteng
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 2017.06 iki 2019.02
Company name	Standard bank
You were working at:	Banking
Occupation	Frontline
What you did at this job position?	●answer and respond to bank customers before making payments to customers to bank customers after checking and validating enquiries on financial transactions ● process and accept deposits and loan payments from bank customers ● make payments to bank customers after checking and validating customers signature and checks ● check availability of funds before making payments to customers ● prepare and record all deposits and payments to bank system ● educate customers on bank products and services ● assist administration department on their tasks

Working period **nuo 2015.09 iki 2017.05**

Company name Oldmual

You were working at: Insurance administrator

Occupation Administrator

What you did at this job position? ● provide administrative support to busy team ● liaising and maintaining relationship with existing client base ● ensuring queries are resolved effectively and timeously ● provide information to internal colleagues and external enquirers ● handling sensitive information ● ability to effectively communicate via phone and email

Working period **nuo 2013.02 iki 2015.08**

Company name Truworths

You were working at: Telemarketers

Occupation Telemarketer

What you did at this job position? ● provide accurate and timeous information to clients ● ensure high quality service to clients and stakeholders ● collecting outstanding debts from debtors ● query escalations with customers and third party ● responsible for attending to logged queries on relevant system ● ensure database is up to date and reflects correct details at all times

Education

Educational period **nuo 2008.01 iki 2012.11**

Degree Degree

Educational institution University of the western cape

Educational qualification Bachelor's degree in Economics and information system

I could work Administrator, universal banker, finance

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	fluent	fluent	fluent
isiXhosa	fluent	fluent	fluent
Sesotho	fluent	fluent	fluent

Computer knowledge

Microsoft office

Recommendations

Contact person	Sonwabile
Occupation	Team leader
Company	Standard
Telephone number	0713315667
Contact person	Pamela Broadley
Occupation	Team leader
Company	Oldmutual
Telephone number	0824472204 / 021 5046385
Contact person	Widaad
Occupation	Team leader
Company	Truworths
Telephone number	0734529266

Additional information

Your hobbies	Jogging and hiking
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2017-07-00 (6 years)
Salary you wish	10000 pm R per month
How much do you earn now	10000 pm R per month