



# 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 (37 years old)
Gender	Female
Residential location	Johannesburg Gauteng
Telephone number	Information is available only for registered users. <a href="#">Sign in</a>
Email address	Information is available only for registered users. <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2017.06 iki 2019.02</b>
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 (8 years)
Salary you wish	10000 pm R per month
How much do you earn now	10000 pm R per month