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THANDILE NOVUKA

OBJECTIVE

To secure a position that challenges me and provides me the opportunity to reach my full potential professionally and personally. I offer sound software development skills with thought leadership and integrity, excellent interpersonal, oral and written communication and presentation skills, functioning well both independently and collaboratively with an outgoing personality. My goal is to be an asset.

EXPERIENCE

CUSTOMER SERVICE AND SALES REPRESENTATIVE • CCI, UMHLANGA • SEPTEMBER 2017 – APRIL 2018

Campaign – Foxtel. Courteously answering calls and responding to customer queries, evaluating and providing logical solutions to customers' issues, coordinate with sales and technical team to provide service and deliver products on time and generating customer interest in services and products provided by Foxtel.

ADMINISTRATOR & GENERAL MANAGER • AMASENTI AMAHLE ENTERPRISES • JUNE 2018 – JUNE 2019

Cement Block Manufacturer - Worked in a team of 5 individuals where my duties were coordinating office activities and operations to secure efficiency and compliance to the company's policies, managing agendas and travel arrangements for upper management and managing phone calls and responding to emails.

EDUCATION

NATIONAL DIPLOMA INFORMATION TECHNOLOGY • 2014 – NOT COMPLETE • DURBAN UNIVERSITY OF TECHNOLOGY

NATIONAL SENIOR CERTIFICATE • 2013 • KING EDWARD HIGHSCHOOL

Passed with bachelor's degree, 1 Distinction – Mathematics, Physical Sciences, Engineering Graphics and Design, Geography, English Home Language, Afrikaans First Additional Language, Life Orientation.



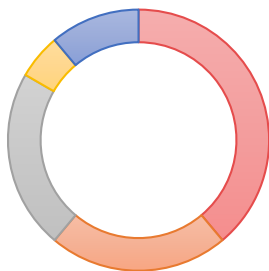
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SKILLS

HTML5 Java Script
CSS3 Jasmine
Python



VOLUNTEER EXPERIENCE OR LEADERSHIP

2013 July 18 - Old-Age-Home refurbishment at Magadla Village in the outskirts of Matatiele, Eastern Cape.

REFERENCES

CCI, Umhlanga.

Address: 3 High Street, Umhlanga, Durban, 4319

Phone: 031 286 1600

Amasenti Amahle Enterprises

Address 756 Maluti Township, Maluti, Eastern Cape, 4740

Phone: 063 894 5929



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