

THANDO WANDILE NONXUBA

@ thandowandilenonxuba@gmail.com
📱 0738642913

📍 4492 Umnga Crescent Langa Cape
Town 7455

Dear Sir/Madam

I am interested in a position advertised by your organization. The requirements closely match my educational background and past experience. I have enclosed my resume to provide detailed information on my qualifications, past working experience and skills for your review.

Throughout my past professional career, I have undertaken various important responsibilities with utmost sincerity. I have mastered the skills necessary to succeed in your organization. In addition, My problem-solving skills are enhanced by working as part of a team and by considering other people's ideas.

Coming as a person who have great experience as Admin Clerk, Educator Assistant, SGB Teacher, Cashier, Class Representative and inquired the following skills

- Good interpersonal skills and communication skills
- Ability to maintain good client relationships
- Sound knowledge in the service development
- Creative and innovative
- Self-motivated
- Goal-oriented
- Management
- General
- Problem solving
- Administration
- Professionalism
- General

With an urge to work both independently and well in a team, I am positioned to exceed your expectations. I would look forward to get an opportunity to meet with you to discuss my candidacy in more details. I thank you very much for your time and consideration.

Yours sincerely

Thando Wandile Nonxuba

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OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately. I am hardworking person who is always willing to learn new things. I have good communication skills, adapt easily to new environments, handle and work well under pressure. I am able to prioritise tasks according to their importance

PERSONAL DETAILS

- Date of Birth : 22 November 1997
- Nationality : South African
- Gender : Male
- Driving Licence : Code 10(C1)
- Availability : Immediately
- Home Language : IsiXhosa
- Other Language : English
- Criminal Record : None

EDUCATION

| | |
|------|---|
| 2024 | First Aid Level 3 The First Aid Academy |
| 2024 | Wildland Firefighter 1(IFSAC Accredited) Epping Training Centre |
| 2024 | Fire And Rescue Service Training Academy Wildland Fire fighter I, NFPA 1051 |
| 2023 | BOP Training BPO Skills Academy (4IR Future Skills Certificate), (Financial Services Compliance certificate), (Long term Insurance) And (Class Of Business Short & Long Term Deposits |
| 2020 | NATIONAL DIPLOMA IN INFORMATION AND TECHNOLOGY Walter Sisulu University Development Software1, Development Software 2, Development Software 3, Information Systems 1, Information Systems 2, Information Systems 3, Information Technology Skills 1, Systems Software 1, Systems Software 2, Technical Programming 1, Technical Programming 2, Graphical User Interface design 1 |
| 2015 | MATRIC Gobe Commercial High School IsiXhosa, English, Life Orientation, Life Sciences, Geography, Physical Sciences, Mathematics |

SKILLS

- ☈Well organized and details oriented ☈Numeracy skills ☈Able to use Pc, calculator and other business machines
- ☈Corporate and willing to assist others ☈Microsoft word,Power point,Excel ☈Clients service ☈Research and conduct risk analysis ☈Time management ☈Team player ☈Management ☈Customer relation ☈Communication
- ☈Problem solving ☈General ☈Professionalism

EXPERIENCE

| | |
|-------------|--|
| 2024 - 2025 | Shoprite Checkers Sixty60 Customer Service Call Centre Agent |
| 2024 - 2024 | Epping Fire Station Seasonal Firefighter |
| 2023 - 2023 | Ver-tex Solutions Call Centre Agent Learnership |
| 2022 - 2022 | Godidi S.P.S Admin Clerk |
| 2021 - 2022 | Godidi S.P.S Educator Assistant |
| 2021 - 2021 | Godidi S.P.S SGB Teacher |
| 2021 - 2021 | Nomalinge Store Cashier |
| 2018 - 2018 | Water Sisulu University Class Representative |

REFERENCE

- **Mr S.Mbangi - Shoprite Checkers Sixty60**
0826647199
- **Mr A Du Plessis - Epping Fire Station**
Platoon Commander
0218141669
- **Ms L. P. Gobeni - Teacher - Primary School**
Teacher
gobenilulu@gmail.com
0649562878
- **Mr Z. W. Ngolo - High School**
Former Principal
Ngolo787@gmail.com
0790767876
- **Mr S Fernandez - University**
Lecturer
sfernandez@wsu.ac.za
0843088853
- **Mr M Matolengwe - Godidi Primary School**
Educator
0604565040
- **Ms N. Mbangi - Nomalinge Store**
Shop Owner
0735935277
- **Liezcel Engelbrecht - Ver-tex Solutions**
Manager
0662192965

DECLARATION

- I Thando Wandile Nonxuba, certify that all information given by me is true and correct