

# 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	<b>First Aid Level 3</b> The First Aid Academy
2024	<b>Wildland Firefighter 1( IFSAC Accredited)</b> Epping Training Centre
2024	<b>Fire And Rescue Service Training Academy</b> Wildland Fire fighter I, NFPA 1051
2023	<b>BOP Training</b> BPO Skills Academy (4IR Future Skills Certificate), (Financial Services Compliance certificate), (Long term Insurance) And (Class Of Business Short & Long Term Deposits
2020	<b>NATIONAL DIPLOMA IN INFORMATION AND TECHNOLOGY</b> 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	<b>MATRIC</b> 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	<b>Shoprite Checkers Sixty60</b> Customer Service Call Centre Agent
2024 - 2024	<b>Epping Fire Station</b> Seasonal Firefighter
2023 - 2023	<b>Ver-tex Solutions</b> Call Centre Agent Learnership
2022 - 2022	<b>Godidi S.P.S</b> Admin Clerk
2021 - 2022	<b>Godidi S.P.S</b> Educator Assistant
2021 - 2021	<b>Godidi S.P.S</b> SGB Teacher
2021 - 2021	<b>Nomalinge Store</b> Cashier
2018 - 2018	<b>Water Sisulu University</b> 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
- **Liesel Engelbrecht - Ver-tex Solutions**  
Manager  
0662192965

## DECLARATION

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