

# NTLABATI TANDI

## PERSONAL DATA

- TELL : 083 427 5258
- DATE OF BIRTH : 05/12/1990
- EMAIL ADDRESS : [thandi.mathandiz90@gmail.com](mailto:thandi.mathandiz90@gmail.com)
- NATIONALITY : SOUTH AFRICAN
- GENDER : FEMALE
- MARITAL STATUS : SINGLE

## OBJECTIVES

SEEKING A CHALLENGING POSITION IN A HIGHLY REPUTABLE ORGANISATION WHERE I CAN ACHIEVE STABILITY, DEVELOP MY SKILLS AND WIDEN MY KNOWLEDGE ALSO LOOKING FOR BOTH PERSONAL AND PROFESSIONAL GROWTH THAT ALLOWS ME TO WORK MORE CONFIDENT UNDER PRESSURE. I DO HAVE SIDE BY SIDE WITH THE HIGH ABILITY TO WORK UNDER PRESSURE ENVIROMENT WHILE MAKING A SIGNIFICANT CONTRIBUTION FOR THE SUCCESS OF THE ORGANISATION.

## ACADEMIC QUALIFICATION

MOUNT AYLIFF COMP H.S

- NATIONAL SENIOR CERTIFICATE
- COMPLETED
- 2010

## LANGUAGES

- XHOSA HOME LANGUAGE : LISTENING, READING, WRITING AND SPEAKING
- ENGLISH 2<sup>ND</sup> LANGUAGE : LISTENING, READING, WRITING AND SPEAKING
- ZULU 3<sup>RD</sup> LANGUAGE : LISTENING, READING, WRITING AND SPEAKING

## BASIC SKILLS

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| • | I HAVE THE SKILL TO WORK UNDER PRESSURE, TEAM WORK & COMBINE TWO JOBS AT THE SAME TIME WITHOUT AFFECTED BY ONE OF THEM |
| • | I HAVE A VERY GOOD CREATIVITY, COMMUNICATION, NEGOTIATION, LISTENING SKILLS  |
| • | INTERACTIVE AND FAST ENOUGH TO LEARN NEW TECHNOLOGIES AND SCIENCES   |
| • | EFFECTIVE IN FINDING CREATIVE A NEW WAYS TO SOLVE THE PROBLEM  |
| • | ABILITY TO MEET DEADLINES SUCCESSFULLY MAINTAINING THE QUALITY OF WORK   |
| • | TO WORK WITH DEFFERENT CULTURES  |
| • | AVAILABLE UPON REQUEST   |

## TECHNICAL SKILLS

- ABILITY TO MANAGE AND OPERATE INFORMATION SYSTEM
- MICROSOFT OFFICE
- EXCELLENT KNOWLEDGE OF THE INTERNET-NETWORK-PROBLEM SOLVING SKILLS
- A GOOD UNDERSTANDING OF INFORMATION SYSTEM ADMINISTRATION

## SOFT SKILLS AD COURSES

- PROFESSIONAL MICROSOFT OFFICE (EXCEL-WORD-POWEPOINT).
- PHOTOSHOP
- ENGLISH COURSE

## WORK EXPERIENCE

- ADMINISTRATION CLERK 3 YEARS
- SALES GENERATOR 1 ND HALF YEAR
- STORE ISSUERE 8 MONTHS

## PERSONAL VALUES

KINDNESS, HONESTY, SELF RESPECT AND DEDICATION.

## REFERENCES

NAME OF PERSON : MR. A ANDERSON  
TELL : +27334328876  
TITLE : DIRECTOR (LWASI TRADING)

NAME OF PERSON : MR. A ZONGWANA  
TELL : +27727704958  
TITLE : SUPERVISOR (THEMBELIHLE CONSTRUCTION)