



Contact

Phone

+27721883678

Email

slthwala550@gmail.com

Address

B2636 Magadlela Street
Pongola
3170

Education

2020

NQF 5 Banking Services Advice
Milpark Business School

2013

Matric/Grade 12
Dingukwazi High School

Skills

- Computer
- Organized
- Leadership
- Communication
- Team Player
- Time Management

Language

English

Zulu

Swati

Xhosa

Sesotho

Siyabonga Lucky Thwala

Admin/PA/Secretary/Clerk&Driver

I am a highly articulate and quick thinking person who has a natural flair for communication and build relationships with potential clients. I am a creative person and willing to contribute ideas and offer a professional opinion to any project. I am an enthusiastic person with high aspirations for administration, committed to support growth. An agent for positive change, I am self driven, quick to learn & adapt, team player, able to work under pressure, have good communication skills and very friendly. I wish to attain a position where i can effectively utilize my expertise in admin and deploy unique admin strategies to engage all people and also foster a fun, fascinating working enviroment. My motivated attitude, hard-working nature, and creative abilities could be well-utilized for any position

Experience

○ 2019-2020

SBV BLOEMFONTEIN

Assistant ATM Controller

Control and direct custodians on bank loadings

Loading money on Atm

Ensure money is loaded accordingly and paperwork corresponds

ATM administration

Liason between banker and custodians

Atm footage check

Quality Assurance

○ 2020-2021

Want-A-Car, Pongola

Driver/Floor Maintenance

Delievering vehicle to clients

Fetching vehicles bought by dealership

Licensing of motor vehicles

Floor management

Stock take

○ 2021- 2024

Want- A- Car, Pongola

Administrator/Stock Controller

All dealership administrative duties

F&I Assistant

Stock Controlling

Loading deals/Applications at the bank

V10 system

Signing Contract with banks

Bookkeeping

Pettycash

Managing Drivers

Reference

Albert Brink

Manager, Want-A-Car

Phone: 0824917876

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John Koopman

Superviso, SBV Bloemfontein

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