



Vincent Magaba

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Admin clerk

Security officer

Driver

Receptionists

Creditors or debtor clerk

Preferred occupation

Administrators

Administrative jobs

Debtors clerk

Finance jobs

Car drivers

Driver jobs

Control room supervisor

Security jobs

Part time jobs

Part time, weekend jobs

Preferred work location

Pretoria / Tshwane

Gauteng

Contacts and general information about me

Day of birth

1987-10-20 (38 years old)

Gender

Male

Residential location

Pretoria / Tshwane

Gauteng

Telephone number

Information is available only for registered users.

[Sign in](#)

Email address

Information is available only for registered users.

[Sign in](#)

Work experience

Company name University of Pretoria

You were working at: Debtors clerk

Occupation Senior creditors clerk/ account payable clerk

What you did at this job position? Duties ☐ Manage supplier payments in accordance with SARS legislation, related regulations and the University's financial policy; ☐ Finalization and preparation of invoices for the payment process; ☐ Reconciliation of financial transactions on a monthly and annual basis; ☐ Maintenance and updating of manual and electronic filing system as well as the supplier database; ☐ Confirmation of banking details of suppliers; ☐ Advise and inform internal and external clients on applicable legislation, procedures and policies.

Education

Educational period **nuo 2008.01 iki 2014.06**

Degree Degree

Educational institution University of Pretoria

Educational qualification Bcom(Internal auditing)

I could work Full time or part time

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
Sepedi	fluent	fluent	fluent
isiZulu	good	good	good

Computer knowledge

I h

Conferences, seminars

I have advanced computer certificate

Additional information

Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg

Driver license from 2011-06-00 (14 years)

Salary you wish 15000 R per month

How much do you earn now 23000 R per month