



# Tebogo Kganyago

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I am a reliable and organised professional with over 2 years' experience providing high-quality support to the accounts, admin, and distribution departments. I have meticulous attention to detail needed to work to the highest standards and I believe I have the attributes required to be part of a team and uphold the company's brand value. I'm looking for a suitable position with a well-established company that fosters growth and values people.

My skills include MS Office Applications (Word, PowerPoint, Excel, Outlook, Teams and Access), great telephone etiquette and good communication skills. I would value the opportunity to apply my skills and competencies and become a valuable employee and look for innovation opportunities to grow the company brand in line with its core values with my sound planning, organising and presentation skills. I have experience working in a team and I have the ability to work independently and apply my knowledge. I always work hard and go an extra mile to get the desired results. I come forward with determination, drive, and desire to be a great asset in your company.

### Preferred occupation

**Administrators**

Administrative jobs

**Data capturers**

Administrative jobs

**Switchboard operator**

Administrative jobs

**Financial planner**

Finance jobs

**Filing clerk**

Administrative jobs

**Personal assistant**

Administrative jobs

**Receptionist**

Administrative jobs

**Debtors clerk**

Administrative jobs

**Creditors clerk**

Finance jobs

|                         |                                    |
|-------------------------|------------------------------------|
| Preferred work location | Pretoria / Tshwane<br>Gauteng      |
|                         | Johannesburg<br>Gauteng            |
|                         | East London<br>Eastern Cape        |
|                         | Cape Town<br>Western Cape          |
|                         | Durban City<br>KwaZulu-Natal       |
|                         | Bloemfontein<br>Free State         |
|                         | Polokwane / Pietersburg<br>Limpopo |
|                         | Mbombela / Nelspruit<br>Mpumalanga |
|                         | De Aar<br>Northern Cape            |
|                         | Hartbeespoort<br>North West        |
|                         | West Coast<br>Western Cape         |

#### Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1997-01-11 (27 years old)   |
| Gender               | Female  |
| Residential location | Pretoria / Tshwane<br>Gauteng   |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

#### Work experience

|                                    |  |
|------------------------------------|--|
| Working period                     | <b>nuo 2019.03 iki 2020.03</b>   |
| Company name                       | TKI Accountants and Advisors   |
| You were working at:               | Administrators   |
| What you did at this job position? | Bank statements analysis, VAT analysis, capturing and analyzing, answering telephone calls, taking memos and maintaining files, handling mail, typing notes to word documents and basic bookkeeping also providing administrative support to the Accountant. |

Working period **nuo 2021.03 iki 2022.04**

Company name COCA-COLA BEVERAGES SOUTH AFRICA (CCBSA)

You were working at: Distribution manager

Occupation Stock and distribution learner

What you did at this job position? (Stock and Distribution) □ Verify all full beverage returns (FBR) on case level. □ Send out daily SD report to team leader. □ Compile daily performance report from QlikView. □ Plan and allocate loadsforthe next day. □ Compile and allocate gate passfor planned loads. □ Processing orders □ Assisting drivers with issues arising delivering at customers □ Follow up with drivers for not meeting targets for weekly reports.

Working period **nuo 2022.05 iki dabar**

Company name HVAC ENGINEERINGAND ENERGY SOLUTIONS

You were working at: Finance officer

Occupation Creditors Clerk and Administartor

What you did at this job position? □ Processing invoicesfrom suppliersfor payment □ Handling all telephone inquiries relating to accounts payable issues □ Documenting all accounts payable transactions □ Recording all cash activity daily □ Review invoices for appropriate documentation prior to payment □ Generate purchase orders daily for all purchases. □ Assist senior financial officers as needed. □ Compiling management reports and assisting with audits □ Processing daily cash receipts, ADMINISTRATION • Organize and schedule meetings and events. • Keep records and reports up to date. • Carry out clerical duties, including answering phones and preparing documents. • Preparing, organising, and storing information in paper and digital form • Dealing with queries on the phone and by email • Greeting visitors at reception • Arranging travel and accommodation • Taking minutes at meetings • Typing up letters and reports • Ordering office supplies • Liaising with suppliers and contractors

## Education

Educational period **nuo 2017.01 iki 2019.12**

Degree Degree

Educational institution RICHFIELD GRADUATE INSTITUTE OF TECHNOLOGY

Educational qualification Bachelor of Commerce

Educational period **nuo 2021.01 iki dabar**

Degree Degree

Educational institution University of South Africa

Educational qualification Bachelor of Accounting Sciences

## Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English  | fluent         | fluent              | fluent        |

|            |           |           |           |
|------------|-----------|-----------|-----------|
| Sepedi     | fluent    | fluent    | fluent    |
| isiNdebele | very good | very good | very good |
| Setswana   | very good | very good | very good |

### Computer knowledge

Microsoft Office

### Conferences, seminars

Certificates - September 2020

Sage Africa - Bookkeeping Fundamentals

Sage Africa - Principles of Payroll Tax

Sage Africa - Payroll Principles Training

Sage Africa - Introduction to Payroll Administration and Legislation

### Recommendations

Contact person Ms. Keabetswe Selebi  
Occupation Stock and settlement clerk (CCBSA)  
Company COCA-COLA BEVERAGES SOUTH AFRICA (CCBSA)  
Telephone number 0123778107/ 0818035603  
Email address kselebi@ccbagroup.com

Contact person Mr. Kirath Lalgı  
Occupation Distribution Manager (CCBSA)  
Company COCA-COLA BEVERAGES SOUTH AFRICA (CCBSA)  
Telephone number 0123778022/ 0837969609  
Email address klalgi@ccbagroup.com

Contact person Ms. Blantina Mokone  
Occupation Debtors Clerk  
Company HVAC ENGINEERING AND ENERGY SOLUTIONS  
Telephone number 0727691783/ 0128092253  
Email address hrdept@hvacenergysolutions.co.za

### Additional information

Your hobbies Hiking  
Cooking  
Reading  
Design  
Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg  
Driver license from 2019-01-00 (5 years)  
Salary you wish 13 000 R per month

How much do you earn now

8 800 R per month