



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 Gauteng |
| | Johannesburg Gauteng |
| | East London Eastern Cape |
| | Cape Town Western Cape |
| | Durban City KwaZulu-Natal |
| | Bloemfontein Free State |
| | Polokwane / Pietersburg Limpopo |
| | Mbombela / Nelspruit Mpumalanga |
| | De Aar Northern Cape |
| | Hartbeespoort North West |
| | West Coast Western Cape |

Contacts and general information about me

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|----------------------|---|
| Day of birth | 1997-01-11 (29 years old) |
| Gender | Female |
| Residential location | Pretoria / Tshwane Gauteng |
| Telephone number | <i>Information is available only for registered users.</i> Sign in |
| Email address | <i>Information is available only for registered users.</i> Sign in |

Work experience

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|------------------------------------|--|
| Working period | nuo 2019.03 iki 2020.03 |
| 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 loads for the next day. □ Compile and allocate gate pass for 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 ENGINEERING AND ENERGY SOLUTIONS |
| You were working at: | Finance officer |
| Occupation | Creditors Clerk and Administartor |
| What you did at this job position? | □ Processing invoices from suppliers for 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

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|---------------------------|--|
| 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

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| 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@ccbgroup.com |
| Contact person | Mr. Kirath Lalgi |
| Occupation | Distribution Manager (CCBSA) |
| Company | COCA-COLA BEVERAGES SOUTH AFRICA (CCBSA) |
| Telephone number | 0123778022/ 0837969609 |
| Email address | klalgi@ccbgroup.com |
| Contact person | Ms. Blantina Mokone |
| Occupation | Debtors Clerk |
| Company | HVAC ENGINEERINGAND ENERGY SOLUTIONS |
| Telephone number | 0727691783/ 0128092253 |
| Email address | hrdept@hvacenergysolutions.co.za |

Additional information

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|---------------------|--|
| Your hobbies | Hiking Cooking Reading Design |
| Driver licenses | C1 Heavy Vehicle 3,500kg - 16,000kg |
| Driver license from | 2019-01-00 (7 years) |
| Salary you wish | 13 000 R per month |

How much do you earn now

8 800 R per month