



Sophia Mankedi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a job. i am a dedicated person experienced accounting and administration person who have a national certificate N6 in Financial management and also Office Administration level 4. And able to use various packaging such as sage PASTEL. I have experience in.

a. Payroll administration, debtors and creditors control.

cashflow Management

c. Finalization of financial statement including preparation of Audit file.

d. Preparing and management accounts including analysis the performance of the business.

e. Office correspondence making sure office run smoothly and accordingly.

f. Answering of call and directing them to the relevant department.

operation of photocopying machine, Fax machine and other office equipment.

I am hard working person who is willing to work independently and with a team. i have good communication skills .numerically skills. And I am easily to adapt to new environment.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	1989-10-29 (36 years old)
Gender	Female
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

Additional information

Salary you wish	8000 R per month
How much do you earn now	00 R per month