



# Nonkosi Mbombo

Curriculum Vitae (CV)

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

Administration clerks jobs

Debtors clerks

Customer service

Accounts administrators jobs

Contact Centre Jobs

Preferred occupation Debtors clerk  
Administrative jobs

Preferred work location Cape Town  
Western Cape

## Contacts and general information about me

Day of birth 1992-05-11 (33 years old)

Gender Female

Residential location Cape Town  
Western Cape

Telephone number *Information is available only for registered users.*  
[Sign in](#)

Email address *Information is available only for registered users.*  
[Sign in](#)

## Work experience

Working period **nuo 2018.01 iki 2018.12**

Company name College of Cape Town Internship

You were working at: Debtors clerk

Occupation Debtors Clerk

What you did at this job position? Making payments arrangement for students fees, Resolving queries regarding fees and payments, doing journals debit and credit notes, Emailing statements, Invoices,

## Education

Educational period **nuo 2013.01 iki 2015.12**  
 Degree Grade 12 / Matric  
 Educational institution Northlink College  
 Educational qualification National Certificate Vocational Level 4  
 I could work Matric equivalent

Educational period **nuo 2016.01 iki 2017.12**  
 Degree Certificate  
 Educational institution College of Cape Town  
 Educational qualification Financial Management N6 Certificate  
 I could work Accounts administrator, Debtors Clerk, Bookkeeper, Accountant Assistant, Creditors Clerk

### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

### Computer knowledge

Advanced in all microsoft Windows  
 Internet explorer  
 Outlook  
 Access  
 Mailings

### Recommendations

Contact person Mrs Wilhelmina Fredericks  
 Occupation Supervisor  
 Company College of Cape Town  
 Telephone number 0214046700  
 Email address Wfredericks@cct.edu.za

Contact person Miss Michelle Makalima  
 Occupation Team leader  
 Company Capfin Pty Ltd  
 Telephone number 076 2897655  
 Email address MichelleM@capfin.co.za

### Additional information

Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg  
 Driver license from 2021-07-00 (4 years)

Salary you wish	12000 R per month
How much do you earn now	8500 R per month