



Mmalebo Valeciah Mabuye

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have 6 years of working experience in the automotive under the following departments: Service Advisor and Administration Receptionist. I am self-disciplined, organized and I am a team player. I am willing to expand my knowledge further and learn in a work environment. I believe through hard work nothing is impossible and out of reach. I am not afraid of any challenges.

Preferred occupation	Generals General jobs
Preferred work location	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	1993-05-15 (32 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

Working period	nuo 2016.02 iki dabar
Company name	BB TRUCK PRETORIA
You were working at:	Receptionists
Occupation	Administration
What you did at this job position?	Opening and closing Job Card Via Evolve System. * Follow up on Work In Progress and check as to why vehicles still in the Workshop. * Greeting customers, listening to their needs scheduling appointments as needed. * Providing customers with workshop quotations. * Ask for go ahead from the clients if they are satisfied with repairs and services amount. * Creating customer quotations on the Evolve system and Excel sheet. * Processing of Supplier Invoices, Customer Invoicing and Capturing customer Credit Notes. * Assist with Warranty job cards * To keep records on amounts owed by customers and amounts paid. * Petty Cash (Processing + reconciliation) Reporting Loading Supplier payments * Informing the customer that the vehicle is ready for collections. * Processing receipts of payments made by customers * Reconciliations to Supplier Statements / Loading Supplier Payments * Issuing customer invoices and capturing credit notes * Day-to-day filing of invoices * Scheduling appointments, answering phones, greeting visitors, and maintaining organized file systems for the organization. * Switchboard & Answering phone calls and responding to every emails.

Education

Educational period	nuo 2017.01 iki 2019.12
Degree	Diploma
Educational institution	Tshwane North Tvet College
Educational qualification	Public Relations
I could work	Completed The following subjects: Computer Practice, Office Practice, Communications, Public Relations, Information Processing.

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	basic	very good	good

Computer knowledge

Computer literacy

Microsoft Office (word, excel, PowerPoint Presentation, Database, and Outlook)

SAP Management System

Conferences, seminars

am willing to expand my knowledge further and learn in a work environment. I believe through hard work nothing is impossible and out of reach. I am not afraid of any challenges.

I have 6 years of working experience in the automotive under the following departments: Service

Recommendations

Advisor and Administration Receptionist. I am self-disciplined, organized and I am a team player. I
Contact person Anja Schrader

Occupation	Branch Accountant
Company	BB TRUCK PRETORIA
Telephone number	0125644000
Email address	wshop2iveco@bbtuckpta.co.za

Additional information

Your hobbies	Reading
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2016-07-00 (9 years)
Salary you wish	10000 R per month
How much do you earn now	12000 R per month