



# Portia Nomngcayi

Curriculum Vitae (CV)

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

Passion for Finance and IT coupled with strong administration skills and a proven track record of successfully dealing with customers. Hard-working, efficient and reliable Administrator with excellent interpersonal communication skills.

|                         |                                       |
|-------------------------|---------------------------------------|
| Preferred occupation    | Administrators<br>Administrative jobs |
| Preferred work location | Johannesburg<br>Gauteng               |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1991-01-13 (35 years old)   |
| Gender               | Female  |
| Residential location | Johannesburg<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 2014.11 iki 2022.04</b>         |
| Company name                       | Basa Tutorial Institute                |
| You were working at:               | Debtors clerk                          |
| Occupation                         | Debtors clerk and office administrator |
| What you did at this job position? | Collection of debt and administration  |

## Education

|                           |                                |
|---------------------------|--------------------------------|
| Educational period        | <b>nuo 2011.02 iki 2012.12</b> |
| Degree                    | Diploma                        |
| Educational institution   | PC Training & Business College |
| Educational qualification | Information Technology         |
| I could work              | Computer                       |

|                           |                                |
|---------------------------|--------------------------------|
| Educational period        | <b>nuo 2017.08 iki 2017.11</b> |
| Degree                    | Certificate                    |
| Educational institution   | Credit Blend Training          |
| Educational qualification | Credit Management Level 1      |
| I could work              | Credit Controller              |
| <br>Educational period    | <b>nuo 2021.07 iki 2021.11</b> |
| Degree                    | Certificate                    |
| Educational institution   | Credit professionals Institute |
| Educational qualification | Credit Management level 2      |
| I could work              | Credit controller              |

### **Languages**

| <b>Language</b> | <b>Speaking level</b> | <b>Understanding level</b> | <b>Writing level</b> |
|-----------------|-----------------------|----------------------------|----------------------|
| English         | very good             | very good                  | very good            |
| isiXhosa        | very good             | very good                  | very good            |
| isiZulu         | very good             | very good                  | very good            |
| Sesotho         | very good             | very good                  | very good            |
| Afrikaans       | basic                 | basic                      | basic                |

### **Computer knowledge**

Microsoft Excel, Power Point presentation, Word, and Outlook

### **Recommendations**

|                    |                             |
|--------------------|-----------------------------|
| Contact person     | Pearl Malinga               |
| Occupation         | Hr                          |
| Company            | Basa Tutorial Institute     |
| Telephone number   | 0113361771                  |
| Email address      | pmalinga@basatutorial.co.za |
| <br>Contact person | Carol Marascia              |
| Occupation         | Heard of Admin              |
| Company            | Basa Tutorial Institute     |
| Telephone number   | 0670957090                  |

### **Additional information**

|                     |   |
|---------------------|---|
| Your hobbies        | Gym, reading, swimming and adventures (Traveling) |
| Driver licenses     | C1 Heavy Vehicle 3,500kg - 16,000kg               |
| Driver license from | 2019-02-00 (6 years)                              |
| Salary you wish     | 12000 R per month                                 |

How much do you earn now

8000 R per month