



# 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 Administrative jobs
Preferred work location	Johannesburg Gauteng

## Contacts and general information about me

Day of birth	1991-01-13 (35 years old)
Gender	Female
Residential location	Johannesburg Gauteng
Telephone number	Information is available only for registered users. <a href="#">Sign in</a>
Email address	Information is available only for registered users. <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 **nuo 2017.08 iki 2017.11**  
 Degree Certificate  
 Educational institution Credit Blend Training  
 Educational qualification Credit Management Level 1  
 I could work Credit Controller

Educational period **nuo 2021.07 iki 2021.11**  
 Degree Certificate  
 Educational institution Credit professionals Institute  
 Educational qualification Credit Management level 2  
 I could work Credit controller

### Languages

Language	Speaking level	Understanding level	Writing level
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

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