



Nomsa Albertina Masombuka

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Have debtors and creditors clerk experience of over 8 years, have worked as a cashier and shop assistant. I do have administration experience. I have excellent telephone skills and people skills. Can work in a team and individual. I easily adapt to new environment and fast learner. Well organized, punctual and a good listener, can easily follow instructions and get my work on time.

Preferred occupation	Administrators Administrative jobs
	Debtors clerk Finance jobs
	Cashiers Retail, store jobs
	Shop assistants Retail, store jobs
Preferred work location	Pretoria / Tshwane Gauteng
	Witbank Mpumalanga

Contacts and general information about me

Day of birth	1983-05-25 (42 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

Work experience

Working period **nuo 2009.02 iki 2015.08**

Company name Prothabe Elecrtical and Hardware

You were working at: Debtors clerk

Occupation Creditors and Debtors clerk

What you did at this job position? Daily filling of invoices and reconcile of accounts, issue debtors statements and invoices on time,answering of emails and telephone, ensuring that the company creditors and debtors accounts are kept updated d

Working period **nuo 2016.03 iki 2021.11**

Company name Power Fashion Factory

You were working at: Cashiers

Occupation Cashier and shop assistant

What you did at this job position? Capturing of cash payments and debit card payments, ensure that mails are replied qt the right time,receiving of stock and unpacking. Merchandising of the shop floor and housekeeping. Welcoming of customers in the shop and assisting them

Education

Educational period **nuo 2004.02 iki 2006.10**

Degree Certificate

Educational institution Tshwane University Of Technology

Educational qualification Financial management and office skills

I could work A manager,secretary, receptionist, customer service, hr assistant

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	fluent	fluent	fluent
isiXhosa	good	good	basic
Sepedi	very good	very good	very good
Sesotho	fluent	good	good
Setswana	fluent	very good	good
isiNdebele	fluent	fluent	very good
Sign	good	good	basic

Computer knowledge

Ms office, micrisoft excel,PowerPoint,ms Word,

Recommendations

Contact person	Mampie Sello
Occupation	Manager
Company	Power Fashion Factory
Telephone number	0722952089

Contact person	Zodws Ancy Ntuli
Occupation	Manager
Company	Prothabe Elecrtical and Hardware
Telephone number	0722763259

Contact person	Lindelani Saul Khumalo
Occupation	Manager
Company	Prothabe Elecrtical and Hardware
Telephone number	0828193845

Additional information

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2007-05-00 (18 years)
Salary you wish	8000 R per month
How much do you earn now	7500 R per month