



Themba Lehoabe

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Accounts payable Clerk.

Driver.

Administration Clerk/Assistant.

Data capturer.

General Worker.

Preferred occupation **Data capturers**
Administrative jobs

Preferred work location **Pretoria / Tshwane**
Gauteng

Contacts and general information about me

Day of birth **1994-11-14 (31 years old)**

Gender **Male**

Residential location **Johannesburg**
Gauteng

Telephone number *Information is available only for registered users.*
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Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2022.03 iki 2022.11**

Company name **Nifmac Holdings PTY LTD**

You were working at: **Facilities manager**

Occupation **Creditors Control Clerk**

What you did at this job position? **Procure material and equipment for technicians, reconciliation and liaising with suppliers.**

Working period	nuo 2020.01 iki 2021.03
Company name	Rembu Construction
You were working at:	Construction manager
Occupation	Administration assistant
What you did at this job position?	Assist finance manager with duties, reconciling invoices, managing assets and petty cash register.

Working period	nuo 2015.06 iki 2017.10
Company name	Mabizela Taxis
You were working at:	Taxi drivers
Occupation	Taxi driver
What you did at this job position?	Transport school children and other commuters. Be in charge of the maintenance of the vehicle.

Education

Educational period	nuo 2018.11 iki 2019.12
Degree	Certificate
Educational institution	Nelson Mandela University
Educational qualification	Higher Certificate in Accountancy
I could work	Finance and administration.
Educational period	nuo 2016.01 iki 2016.01
Degree	Certificate
Educational institution	Mohlatje Solutions PTY LTD
Educational qualification	FET Certificate: Plumbing NQF Level 4
I could work	Construction
Educational period	nuo 2012.01 iki 2012.12
Degree	Grade 12 / Matric
Educational institution	Makhosini combined secondary school
Educational qualification	National senior certificate
I could work	General work

Languages

Language	Speaking level	Understanding level	Writing level
isiZulu	fluent	fluent	fluent
English	fluent	fluent	fluent
Sepedi	fluent	fluent	good
isiNdebele	fluent	fluent	good

Computer knowledge

Microsoft Office packages.

SAP Ariba invoicing.

Microsoft Excel.

Google drives.

Recommendations

Contact person	Vedeshni Govender
Occupation	Accounts Receivable Clerk
Company	Nifmac Holdings PTY LTD
Telephone number	011 499 0002/98
Contact person	Jack Matsobane
Occupation	Assembler
Company	Afrit trailers
Telephone number	078 319 0856
Contact person	Jabulani Masango
Occupation	Sergeant
Company	SAPS
Telephone number	078 396 2982

Additional information

Your hobbies	Reading. Gym. Tutoring.
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2020-02-00 (5 years)
Salary you wish	6000 R per month
How much do you earn now	8000 R per month