



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 (29 years old)
Gender	Male
Residential location	Johannesburg 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 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 (4 years)
Salary you wish	6000 R per month
How much do you earn now	8000 R per month