



Phumudzo Mubvafhi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am actively seeking for employment in finance and admin. I have four years of work experience in finance and administrative role.

My highest qualifications is BTech degree in Financial Information systems, i have completed RE5 certificate, I have a valise drivers license, I have good working knowledge of SAP and Sage accounting systems and I have done a course for Microsoft Excel Advance functions with look ups functions and Pivot tables, I am constantly enhancing my career by acquiring new skills.

I love working with figures and numbers and I am very attentive to detail, I am goal driven and have good communication skills.

Preferred occupation	Debotors clerk
	Finance jobs
Preferred work location	Bookkeeper
	Administrative jobs
Preferred work location	West Rand
	Gauteng

Contacts and general information about me

Day of birth	1994-05-16 (31 years old)
Gender	Female
Residential location	Johannesburg 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 2021.10 iki dabar
Company name	Genpact South Africa
Occupation	Credit Controller
What you did at this job position?	Responsible for 9 Masscash stores with 500plus accounts and a book value of over R20 million <input type="checkbox"/> Allocating bank payments from General Ledger to trade debtors accounts and clear the GL <input type="checkbox"/> Clearing customer's accounts as per remittances advice <input type="checkbox"/> Constantly ensure all customers are trading within their agreed terms and limits <input type="checkbox"/> Reconciling customer's accounts <input type="checkbox"/> Process debit and credit note as needed <input type="checkbox"/> Engaging with store administrators and debtors in a professional manner <input type="checkbox"/> Resolving debtors queries and ensure queries resolutions are maintained <input type="checkbox"/> Responding to client Enquiries <input type="checkbox"/> Follow up on overdoes invoices and payments via Email or Telephone

Education

Educational period	nuo 2018.01 iki 2018.12
Degree	Degree
Educational institution	Vaal University of Technology
Educational qualification	Bachelors of Technology in Financial Information Systems
I could work	I could work in finance
Educational period	nuo 2014.01 iki 2017.12
Degree	Diploma
Educational institution	Vaal University of Technology
Educational qualification	National Diploma: Financial Information Systems
I could work	I could work in finance

Languages

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

Computer knowledge

Proficiency in use of SAP Business One and Sage Evolution Systems

Proficiency in use of Microsoft Suite (MS Word, MS Excel, MS PowerPoint and Outlook)

I have done a short course in Microsoft Excel Advanced Excel Formulas and Functions with Udemy

Additional information

Driver licenses	B Light Vehicle \leq 3,500kg
Driver license from	2023-10-00 (2 years)
Salary you wish	20000 R per month
How much do you earn now	15000 R per month