



Amanda Nobabalo Buwa

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Customer Service

Credit Controller

Debtors Control

Receptionist/Admin

Event organiser

Office Support

Typist

Data Capturer

Marketing Research Assistant

Sales

General: Self-published author of 'Bedroom Tears With My Therapist'

| | |
|----------------------|---------------------------------------|
| Preferred occupation | Debt collector Administrative jobs |
|----------------------|---------------------------------------|

Preferred work location Eastern Cape

Contacts and general information about me

Day of birth 1980-01-17 (46 years old)

Residential location Port Elizabeth
Eastern Cape

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 2023.04 iki 2023.11 |
| Company name | Mediterranean Shipping Company |
| You were working at: | Filing clerk |
| Occupation | Tracking Clerk |
| What you did at this job position? | Receiving and dispatching of containers in accordance with all the depot Capturing of Gate control, reconcile and file daily reports as per the MSC depot procedures. Communicate with clients and transporters in case of queries and find ways to resolve client queries. Booking allocations ensuring that they are allocated to the correct client. Capturing all the CTOs for storage, BMW full boxes, Mercedes Benz and Shatterproof. Security gate control sheets to ensure that all CTOs are dispatched and tracked inbound and outbound |
| Working period | nuo 2023.01 iki 2020.04 |
| Company name | MultiChoice DSTV |
| You were working at: | Agents |
| Occupation | Call Centre Customer Services |
| What you did at this job position? | Sales Consultant, Making and Receiving inbound and outbound calls, Marketing products, Created profiles for new clients, Communicating with existing clients and handling customer complaints, Liaising with team to meet monthly sales targets |
| Working period | nuo 2020.01 iki 2020.08 |
| Company name | Williams Hunt |
| You were working at: | Switchboard operator |
| Occupation | Receptionist/Admin.Clerk |
| What you did at this job position? | Welcoming clients and showing correct departments for their assistance. Switchboard control, Overseeing inbound and outbound delivery logistics, Assisting service departments and arranging bookings, Ensuring maintenance of demo vehicles on shop floor and reception area. |
| Working period | nuo 2009.08 iki 2019.02 |
| Company name | Vula Energy (Pty)Ltd |
| You were working at: | Technician |
| Occupation | Receptionist/Credit Controller |
| What you did at this job position? | Ensuring that accounts are sent out to tenants by email or post, Follow up on payments, Debt collection, outgoing calls for payment reminders, Assisting clients with making payment arrangements, Manage debtors' books, Running credit checks on new clients and opening credit accounts and ensuring that the company has all the relevant information. |

Education

| | |
|---------------------------|---|
| Educational period | nuo 2016.08 iki 2016.08 |
| Degree | Certificate |
| Educational institution | Nelson Mandela Metropolitan University |
| Educational qualification | Introduction to Accounting |
| I could work | In finance department as a credit controller/debtors' |
| | |
| Educational period | nuo 2000.06 iki 2003.04 |
| Degree | Certificate |
| Educational institution | Port Elizabeth College |
| Educational qualification | Marketing Management |
| I could work | In Sales and Marketing Department |

Languages

| Language | Speaking level | Understanding level | Writing level |
|-----------------|-----------------------|----------------------------|----------------------|
| isiXhosa | fluent | fluent | fluent |
| English | fluent | fluent | fluent |
| isiZulu | good | good | good |
| Afrikaans | basic | basic | good |
| Sesotho | basic | good | basic |

Computer knowledge

MS Office Suite
 MS Word
 MS Excel
 Power Point
 Internet

Conferences, seminars

Yes, I have attended seminars aligned with my career and qualifications. The most recent was in May 2022.

Recommendations

| | |
|------------------|---------------------------|
| Contact person | Mr N.Vena |
| Occupation | Principal |
| Company | Fumisukoma Primary School |
| Telephone number | 0826403075 |
| Email address | ntsikelelovena@gmail.com |

| | |
|------------------|------------------------------|
| Contact person | Miss Anele Mpengesi |
| Occupation | Call Centre Supervisor |
| Company | Multi -Choice DSTV |
| Telephone number | 0761780548 |
| Email address | abongileqaba17@gmail.com |
| Contact person | Mr T.Ranuga |
| Occupation | Depot Supervisor |
| Company | MSC |
| Telephone number | 041- 4099912/ 0837583676 |
| Email address | thandoranuga@msc.com |
| Contact person | Mr Sello Headbush |
| Occupation | Director |
| Company | Vula Energy (Pty)Lty |
| Telephone number | 0832768717 |
| Email address | Sello@headbushfunerals.co.za |

Additional information

| | |
|--------------------------|-----------------------|
| Salary you wish | 18000 R per month |
| How much do you earn now | 00.000.00 R per month |