



# 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	<b>nuo 2023.04 iki 2023.11</b>
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	<b>nuo 2023.01 iki 2020.04</b>
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	<b>nuo 2020.01 iki 2020.08</b>
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	<b>nuo 2009.08 iki 2019.02</b>
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	<b>nuo 2016.08 iki 2016.08</b>
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	<b>nuo 2000.06 iki 2003.04</b>
Degree	Certificate
Educational institution	Port Elizabeth College
Educational qualification	Marketing Management
I could work	In Sales and Marketing Department

### **Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
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