



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)
Gender Female
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.*
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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