

# Phumla Molose

## Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I am looking Finance job or Storeman Assistant job.

I am good to create Purchase Orders on SAP system , Capturing Invoices , Create shopping card and Doing Inbounds and Outbounds of a stock on SAP system.

I am good to Excel , Word and Outlook emails. A team player, team and a tactical thinker who can communicate cohesively at all levels and can work efficiently without supervision. I have experience in Finance, Customer Service, General Work, and Data Capture also SAP System and Pastel Evolution System. I do not have a criminal record.

Preferred occupation Debtor's clerk  
Finance jobs

Preferred work location      Mdantsane  
Eastern Cape

## **Contacts and general information about me**

Day of birth 1985-11-29 (40 years old)

Residential location Mdantsane  
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 2019.08 iki 2024.10**

Company name Pio Trans (Rea Vaya)

You were working at: **Procurement officer**

## Occupation

What you did at this job position? Creating Purchase Orders , Capturing Invoices , Capturing Diesel and Issuing Petty Cash

## Education

Educational period	<b>nuo 2010.02 iki 2013.11</b>
Degree	Grade 12 / Matric
Educational institution	IKHALA FET COLLEG
Educational qualification	National Certificate (Vocational) Level4
I could work	Finance Assistant ,Debtors Clerk , Storeman Assistant , Procurement Staff

### **Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
isiXhosa	fluent	very good	fluent
English	good	very good	very good
isiZulu	good	good	good

### **Computer knowledge**

I am good on Microsoft Office package , Adobe Scanning , Copy documents , Scanning Documents and combining documents on PDF.

### **Recommendations**

Contact person	Mrs. Lebohang Ramba
Occupation	Finance Supervisor
Company	Pio Trans (Rea Vaya)
Telephone number	082 590 2052
Email address	lramba.1989@gmail.com
Contact person	Mr. S. Luxomo
Occupation	Assistant Store Manager
Company	Webbers Clothing & Footwear
Telephone number	043 762 5664
Contact person	Ms. Nomandla Hlomendlini
Occupation	Cleaners Supervisor
Company	Meondo Holdings
Telephone number	073 053 9826

### **Additional information**

Your hobbies	I like to play Rugby , Soccer and Cricket
Driver licenses	None
Salary you wish	15000 R per month
How much do you earn now	12000 R per month