



# Buhle Nkala

Curriculum Vitae (CV)

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

I am looking for administrative jobs that include administration, data capturing and customer care.

My positive points are:

- \* Adaptability
- \* Problem solving
- \* Communication
- \* Computer Literacy
- \* Customer Care
- \* Numeracy

Preferred occupation

Data capturers  
Administrative jobs

Customer care agent  
Administrative jobs

Personal assistant  
Administrative jobs

Preferred work location

Bloemfontein  
Free State

Botshabelo  
Free State

Ladybrand  
Free State

Kroonstad  
Free State

Hoopstad  
Free State

## Contacts and general information about me

Day of birth 1984-04-14 (41 years old)

Gender Female

Residential location Welkom  
Free State

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 2019.07 iki dabar**

Company name Department Of Justice

You were working at: Customer care agent

Occupation Administration Clerk

What you did at this job position? Assist members of the public with enquiries. Capturing, answering the telephone and filing of correspondence. Issuing of summons, warrants, judgements and emolument attachments. Scanning and filing of documents. Capturing of bail payouts and deferred fines on MojaPay. Update registers and statistics. Distribute documents to stakeholders. Make photocopies, receive and send facsimile. Capturing of Domestic Violence, Maintenance and Deceased Estate on ICMS. Capture leave applications on Persal and check correctness.

Working period **nuo 2016.07 iki 2017.09**

Company name Department Of Justice

You were working at: Customer care agent

Occupation Administration Clerk

What you did at this job position? Assist members of the public with enquiries. Capturing, answering the telephone and filing of correspondence. Issuing of summons, warrants, judgements and emolument attachments. Scanning and filing of documents. Capturing of bail payouts and deferred fines on MojaPay. Update registers and statistics. Distribute documents to stakeholders. Make photocopies, receive and send facsimile. Capturing Criminal Cases on ICMS and ECMS.

Working period **nuo 2013.02 iki 2016.06**

Company name Capitec Bank

You were working at: Banking

Occupation Service Consultant

What you did at this job position? Provide excellent client service through consultation with clients. Gathering and capturing of information. Deposit taking, transactions, Take on new clients. Take on procedures and loan approvals . Sell Capitec products and services and assist with promotional activities.

## Education

Educational period **nuo 2006.01 iki 2009.12**

Degree Diploma

Educational institution Universal College Outomes

Educational qualification Financial Manager

Educational period	<b>nuo 1998.01 iki 2003.12</b>
Degree	Grade 12 / Matric
Educational institution	Welkom High School

#### Languages

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

#### Recommendations

Contact person	Pulane Mkahi
Occupation	Administrative Officer
Company	Department Of Justice
Telephone number	0578991815
Email address	PMakhi@justice.gov.za

#### Additional information

Your hobbies	Reading Listening to music Cooking
Driver licenses	None
Salary you wish	6000 R per month
How much do you earn now	10500 R per month