



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

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	<i>Information is available only for registered users.</i>

[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 **nuo 1998.01 iki 2003.12**

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