



Nokubonga Nkosi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I offer diverse experience in query logging, query resolving internal and external, processing, debtors assistant, data capture and lastly papertrail administrator with demonstrated skills that can bring a positive response to any task given. As a skilled individual the following is a highlight of my qualifications include:

- Over 2 years of working in admin, I have learned a lot things that can help do anything and everything
- Knowledge of, and experience in computer system and custom applications.
- Creative problem solver who applies financial and analytical expertise in profit and loss management to achieve performance objectives.
- Dynamic self-starter with a strong sense of responsibility and a positive, goal-oriented attitude. Able to manage multiple complex projects and issues simultaneously.
- Ability to relate to staff at all levels
- Working independently and in a team environment to accomplish mission of corporate objectives.
- Planning skills and communication skills combined together.
- Punctual, organized, efficient and cooperative

Preferred occupation

Administrators

Administrative jobs

Finance managers

Finance jobs

Generals

General jobs

Receptionists

Hotel jobs

Secretaries

Administrative jobs

Waiters, waitresses

Restaurant, bar service jobs

Preferred work location

Johannesburg

Gauteng

East Rand

Gauteng

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1995-10-29 (30 years old) |
| Gender | Female |
| Residential location | Pretoria / Tshwane Gauteng |
| Telephone number | <i>Information is available only for registered users.</i> Sign in |
| Email address | <i>Information is available only for registered users.</i> Sign in |

Work experience

| | |
|------------------------------------|---|
| Working period | nuo 2014.04 iki 2016.06 |
| Company name | Duma Travel |
| You were working at: | Administrators |
| Occupation | Processor/Query Logger & resolver |
| What you did at this job position? | Printing and query resolution |
| Working period | nuo 2017.01 iki 2018.04 |
| Company name | Duma Travel |
| You were working at: | Accountants |
| Occupation | Invoicing/Data capture,Papertrail Administrator |

Education

| | |
|---------------------------|------------------------------------|
| Educational period | nuo 2015.01 iki 2017.12 |
| Degree | Certificate |
| Educational institution | IQ Academy |
| Educational qualification | Tourism and Hospitality Management |
| I could work | Travel Industry,Reception |

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English | good | very good | very good |
| SiSwati | fluent | fluent | fluent |
| isiZulu | good | good | good |

Computer knowledge

Microsoft Excel, Access, PowerPoint, Outlook and Word
Papertrail (Invoices, voucher, orders)
Quicktrav (Invoicing and printing vouchers)

Additional information

| | |
|--------------------------|------------------|
| Your hobbies | Reading |
| Driver licenses | None |
| Salary you wish | 8000 R per month |
| How much do you earn now | 7500 R per month |