



# Nosipho Victoria Maphela

Curriculum Vitae (CV)

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

### SKILL TYPE EFFICIENCY

Organizational skills Neat

Efficient

Organized

Proactive

Can prioritize own work load

Able to work under pressure and multitask

Very good and responsible

Computer skills Ms Word

Ms Excel

Ms Outlook

Internet

Sage Pastel

Excellent (Proficient)

Administration skills Filing

Data capturing

Using office equipment Very good

Communication skills Effective verbal and listening Very good

Typing skills Fast and accurate Very good

Financial Skills Audit Files (Working paper Excellent

Preferred occupation

Administrators

Administrative jobs

Banking

Finance jobs

Switchboard operator  
Administrative jobs

Preferred work location

Durban City  
KwaZulu-Natal

North Coast  
KwaZulu-Natal

### Contacts and general information about me

Day of birth 1986-07-27 (39 years old)

Gender Female

Residential location Durban City  
KwaZulu-Natal

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 2017.02 iki dabar**

Company name Jwayelani head office

You were working at: Finance officer

Occupation Finance administration clerk

What you did at this job position? capturing deposited amount ,capturing daily sales onto spread sheet ,capturing invoices , loading to vendors onto the bank

Working period **nuo 2009.03 iki 2017.01**

Company name Jwayelani retail

You were working at: Manager

Occupation Cash office controller / cashier

What you did at this job position? Receiving cash or cheque and complete credit card transaction, count cash to verify and issue receipt for funds received , balancing cash tills petty cash control general filling counting stoktake , preparing of bank deposits capturing deposits in online banking ,

Working period **nuo 2007.05 iki 2008.12**

Company name Hans Merensky (Singisi)

You were working at: Receptionist

Occupation Switchboard operator

What you did at this job position? receive , direct and relay telephone messages and fax messages , pick up and deliver the mail , maintain general filling system and all file correspondence ,respond to public queries ,provide word processing and secretarial support , answering all incoming calls and handling callers inquiries where possible re direct calls as appropriate and taking adequate messages when required , greet , assist and / or direct visitors , data capture , keeping reception clean

## Education

Educational period	<b>nuo 2005.02 iki 1993.01</b>
Degree	Grade 12 / Matric
Educational institution	Singisi comprehensive high school
Educational period	<b>nuo 2005.02 iki 2006.03</b>
Degree	Certificate
Educational institution	computer collage South Africa
Educational qualification	banking technology and office management

## Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	good
isiXhosa	very good	very good	very good
isiZulu	very good	very good	very good

## Computer knowledge

Ms Word  
 Ms Excel  
 Ms Outlook  
 Internet  
 Sage Pastel  
 Ms accesses  
 Power point  
 Ms windows  
 office software

## Recommendations

Contact person	Shaniel Haripersad
Occupation	Finance manager
Company	Jwayelani (choppies ) head office
Telephone number	031 303 3864 / 083 417 5727
Email address	shaniel@jwayelani.co.za
Contact person	Percival Gumede
Occupation	Store manager
Company	Jwayelani retail
Telephone number	036 352 2776

Contact person	Thandazile Khubisa
Occupation	HR manager
Company	Hans Merensky
Telephone number	039 747 8135 / 081 319 6049

#### **Additional information**

Your hobbies	reading , dancing
Driver licenses	None
Salary you wish	R10000+ R per month
How much do you earn now	R7800 R per month