



# Vincent Magaba

Curriculum Vitae (CV)

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

Admin clerk

Security officer

Driver

Receptionists

Creditors or debtor clerk

Preferred occupation

**Administrators**

Administrative jobs

**Debtors clerk**

Finance jobs

**Car drivers**

Driver jobs

**Control room supervisor**

Security jobs

**Part time jobs**

Part time, weekend jobs

Preferred work location

**Pretoria / Tshwane**

Gauteng

## Contacts and general information about me

Day of birth

1987-10-20 (37 years old)

Gender

Male

Residential location

**Pretoria / Tshwane**

Gauteng

Telephone number

*Information is available only for registered users.*

[Sign in](#)

Email address

*Information is available only for registered users.*

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## Work experience

Company name University of Pretoria  
 You were working at: Debtors clerk  
 Occupation Senior creditors clerk/ account payable clerk  
 What you did at this job position? Duties  Manage supplier payments in accordance with SARS legislation, related regulations and the University's financial policy;  Finalization and preparation of invoices for the payment process;  Reconciliation of financial transactions on a monthly and annual basis;  Maintenance and updating of manual and electronic filing system as well as the supplier database;  Confirmation of banking details of suppliers;  Advise and inform internal and external clients on applicable legislation, procedures and policies.

**Education**

Educational period **nuo 2008.01 iki 2014.06**  
 Degree Degree  
 Educational institution University of Pretoria  
 Educational qualification Bcom(Internal auditing)  
 I could work Full time or part time

**Languages**

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
Sepedi	fluent	fluent	fluent
isiZulu	good	good	good

**Computer knowledge**

I h

**Conferences, seminars**

I have advanced computer certificate

**Additional information**

Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg  
 Driver license from 2011-06-00 (13 years)  
 Salary you wish 15000 R per month  
 How much do you earn now 23000 R per month