



Nonkosi Primrose Gqola

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Experienced, professional and proactive office administrator who has a long track record of ensuring things run smoothly behind the scenes of a busy office. Knowledgeable about financial controls, business practices and standards. Currently studying towards financial management diploma through Buffalo City TVET College doing N5. I have N4 financial management certificate under my belt with methodical and thorough approach to work, will go out of her way to maintain an enjoyable and clean working environment.

SKILLS AND COMPETENCIES

Soft and Technical Skills

- Well organized, ability to prioritize work in an efficient manner.
- Providing high quality Customer Service.
- Good verbal and written communication skills.
- Good level of numeracy and accuracy skills
- Good report writing and time management skills.
- Resolving and managing queries to closure.
- Calm and composed under pressure and able to work to tight deadlines.
- Ability to work within a busy and demanding team environment.
- Able to work with minimum amount of supervision with good multitasking skills. •
- Proficiency in MS Office Package including Word, Excel, Access, Outlook, Power-point, E-mail, Sage Pastel and payroll, Internet Explorer, quick-book online training.

Preferred occupation

Debotors clerk
Finance jobs

Junior Bookkeeper
Finance jobs

Creditors clerk
Finance jobs

Financial clerk administrator
Finance jobs

Preferred work location

East London

Eastern Cape

Bhisho
Eastern Cape

Contacts and general information about me

Day of birth	1975-07-27 (48 years old)
Gender	Male
Residential location	East London Eastern Cape
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

Additional information

Salary you wish	15000 R per month
How much do you earn now	10000 R per month