



Mongezi Victor Mkula

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Victor Mongezi Mkula is a 33 year old male, started working at Mphodise lifestyle as an administrative assistant in 2012 and later in the same year joined Standard bank cash centre in joburg. Where i served 8 years as a teller and acting officer processing(supervisor). I learned and achieved quite a lot during that time until i resigned in 2020. Im now seeking for a new opportunity of employment where I'll be able to showcase my skills and furthermore grow my career.

Preferred occupation	Banking Finance jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Gender	Male
Residential location	Johannesburg 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 2012.02 iki 2012.07
Company name	Mphodise Lifestyle
You were working at:	Receptionist
Occupation	administrative assistant
What you did at this job position?	-Scheduling meetings -Ordering and taking stock of office supplies -Being a point of contact for staff and external stakeholders -Preparing documents for meetings -Finding ways to improve administrative processes -Data capturing

Working period **nuo 2012.07 iki 2020.09**

Company name Standard Bank

You were working at: Banking

Occupation Teller

What you did at this job position? -Process internal and external customer transactions and investigate,rectify and process exceptions to maintain service level agreements. -Receive count, balance and process business and corporate deposits on a daily basis, and perform security checks under surveillance. -Our role was also expected to process all cash and cheque deposits quickly, accurately and plan methodically to meet all agreed productivity targets and ensure that customer expectations are met within agreed service level.

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiXhosa	fluent	fluent	fluent
Sesotho	very good	very good	very good

Computer knowledge

Microsoft Office

Additional information

Your hobbies Event organising, Sports and music

Driver licenses None

Salary you wish 15000 R per month

How much do you earn now 0.00 R per month