



Portia Nomngcayi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Passion for Finance and IT coupled with strong administration skills and a proven track record of successfully dealing with customers. Hard-working, efficient and reliable Administrator with excellent interpersonal communication skills.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1991-01-13 (33 years old)
Gender	Female
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 2014.11 iki 2022.04
Company name	Basa Tutorial Institute
You were working at:	Debotors clerk
Occupation	Debtors clerk and office administrator
What you did at this job position?	Collection of debt and administration

Education

Educational period	nuo 2011.02 iki 2012.12
Degree	Diploma
Educational institution	PC Training & Business College
Educational qualification	Information Technology
I could work	Computer

Educational period **nuo 2017.08 iki 2017.11**
 Degree Certificate
 Educational institution Credit Blend Training
 Educational qualification Credit Management Level 1
 I could work Credit Controller

Educational period **nuo 2021.07 iki 2021.11**
 Degree Certificate
 Educational institution Credit professionals Institute
 Educational qualification Credit Management level 2
 I could work Credit controller

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
isiXhosa	very good	very good	very good
isiZulu	very good	very good	very good
Sesotho	very good	very good	very good
Afrikaans	basic	basic	basic

Computer knowledge

Microsoft Excel, Power Point presentation, Word, and Outlook

Recommendations

Contact person Pearl Malinga
 Occupation Hr
 Company Basa Tutorial Institute
 Telephone number 0113361771
 Email address pmalinga@basatutorial.co.za

Contact person Carol Marascia
 Occupation Heard of Admin
 Company Basa Tutorial Institute
 Telephone number 0670957090

Additional information

Your hobbies Gym, reading, swimming and adventures (Traveling)
 Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg
 Driver license from 2019-02-00 (5 years)
 Salary you wish 12000 R per month

How much do you earn now

8000 R per month