



Nomsa Albertina Masombuka

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Have debtors and creditors clerk experience of over 8 years, have worked as a cashier and shop assistant. I do have administration experience. I have excellent telephone skills and people skills. Can work in a team and individual. I easily adopt to new environment and fast learner. Well organized, punctual and a good listener, can easily follow instructions and get my work on time.

| | |
|-------------------------|--|
| Preferred occupation | Administrators Administrative jobs |
| | Debtors clerk Finance jobs |
| | Cashiers Retail, store jobs |
| | Shop assistants Retail, store jobs |
| Preferred work location | Pretoria / Tshwane Gauteng |
| | Witbank Mpumalanga |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1983-05-25 (41 years old) |
| Gender | Female |
| Residential location | Pretoria / Tshwane 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 2009.02 iki 2015.08**
 Company name Prothabe Elecrtical and Hardware
 You were working at: Debotors clerk
 Occupation Creditors and Debtors clerk
 What you did at this job position? Daily filling of invoices and reconcile of accounts, issue debtors statements and invoices on time,answering of emails and telephone, ensuring that the company creditors and debtors accounts are kept updated d

Working period **nuo 2016.03 iki 2021.11**
 Company name Power Fashion Factory
 You were working at: Cashiers
 Occupation Cashier and shop assistant
 What you did at this job position? Capturing of cash payments and debit card payments, ensure that mails are replied qt the right time,receiving of stock and unpacking. Merchandising of the shop floor and housekeeping. Welcoming of customers in the shop and assisting them

Education

Educational period **nuo 2004.02 iki 2006.10**
 Degree Certificate
 Educational institution Tshwane University Of Technology
 Educational qualification Financial management and office skills
 I could work A manager,secretary, receptionist, customer service, hr assistant

Languages

| Language | Speaking level | Understanding level | Writing level |
|------------|----------------|---------------------|---------------|
| English | fluent | fluent | fluent |
| isiZulu | fluent | fluent | fluent |
| isiXhosa | good | good | basic |
| Sepedi | very good | very good | very good |
| Sesotho | fluent | good | good |
| Setswana | fluent | very good | good |
| isiNdebele | fluent | fluent | very good |
| Sign | good | good | basic |

Computer knowledge

Ms office, micrisoft excel,PowerPoint,ms Word,

Recommendations

Contact person Mampie Sello
Occupation Manager
Company Power Fashion Factory
Telephone number 0722952089

Contact person Zodws Ancy Ntuli
Occupation Manager
Company Prothabe Electrctical and Hardware
Telephone number 0722763259

Contact person Lindelani Saul Khumalo
Occupation Manager
Company Prothabe Electrctical and Hardware
Telephone number 0828193845

Additional information

Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from 2007-05-00 (17 years)
Salary you wish 8000 R per month
How much do you earn now 7500 R per month