



# 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	<b>Administrators</b> Administrative jobs
	<b>Debtors clerk</b> Finance jobs
	<b>Cashiers</b> Retail, store jobs
	<b>Shop assistants</b> Retail, store jobs
Preferred work location	<b>Pretoria / Tshwane</b> Gauteng
	<b>Witbank</b> Mpumalanga

## Contacts and general information about me

Day of birth	1983-05-25 (41 years old)
Gender	Female
Residential location	<b>Pretoria / Tshwane</b> Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## 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