

Themba Lehoabe

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Accounts payable Clerk.

Driver.

Administration Clerk/Assistant.

Data capturer.

General Worker.

Preferred occupation Data capturers

Administrative jobs

Preferred work location Pretoria / Tshwane

Gauteng

Contacts and general information about me

Day of birth 1994-11-14 (30 years old)

Gender Male

Residential location Johannesburg

Gauteng

Telephone number Information is available only for registered users.

Sign in

Sign in

Work experience

Working period nuo 2022.03 iki 2022.11

Company name Nifmac Holdings PTY LTD

You were working at: Facilities manager

Occupation Creditors Control Clerk

What you did at this job position? Procure material and equipment for technicians, reconciliation

and liaising with suppliers.

Working period nuo 2020.01 iki 2021.03

Company name Rembu Construction

You were working at: Construction manager

Occupation Administration assistant

What you did at this job position? Assist finance manager with duties, reconciling invoices,

managing assets and petty cash register.

Working period **nuo 2015.06 iki 2017.10**

Company name Mabizela Taxis
You were working at: Taxi drivers
Occupation Taxi driver

What you did at this job position? Transport school children and other commuters. Be in charge

of the maintenance of the vehicle.

Education

Educational period **nuo 2018.11 iki 2019.12**

Degree Certificate

Educational institution Nelson Mandela University

Educational qualification Higher Certificate in Accountancy

I could work Finance and administration.

Educational period **nuo 2016.01 iki 2016.01**

Degree Certificate

Educational institution Mohlatje Solutions PTY LTD

Educational qualification FET Certificate: Plumbing NQF Level 4

I could work Construction

Educational period **nuo 2012.01 iki 2012.12**

Degree Grade 12 / Matric

Educational institution Makhosini combined secondary school

Educational qualification National senior certificate

I could work General work

Languages

Language	Speaking level	Understanding level	Writing level
isiZulu	fluent	fluent	fluent
English	fluent	fluent	fluent
Sepedi	fluent	fluent	good
isiNdebele	fluent	fluent	good

Computer knowledge

Microsoft Office packages.

SAP Ariba invoicing.

Microsoft Excel.

Google drives.

Recommendations

Contact person Vedeshni Govender

Occupation Accounts Receivable Clerk

Company Nifmac Holdings PTY LTD

Telephone number 011 499 0002/98

Contact person Jack Matsobane

Occupation Assembler
Company Afrit trailers

Telephone number 078 319 0856

Contact person Jabulani Masango

Occupation Sergeant

Company SAPS

Telephone number 078 396 2982

Additional information

Your hobbies Reading.

Gym. Tutoring.

Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg

Driver license from 2020-02-00 (4 years)

Salary you wish 6000 R per month

How much do you earn now 8000 R per month