



# 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](#)

Email address

*Information is available only for registered users.*  
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## 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