



Nandipha Nancy Mafanya

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a Debtor Clerk post, because I believe the experience I obtained from my previous employer will help me make a big contribution to the company I aspire to work for.

I am an energetic, self-motivated and organized individual. I share the company's passion for service and I believe the tertiary education and on-hand experience from my previous jobs has prepared me to make solid contribution in the company and industry.

Preferred occupation Debtors clerk
Administrative jobs

Contacts and general information about me

Day of birth 1990-03-29 (34 years old)

Gender Female

Residential location Johannesburg
Gauteng

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
[Sign in](#)

Work experience

Working period **nuo 2023.03 iki 2023.04**

Company name Lewis Furniture Stores

You were working at: Debtors clerk

Occupation Debtors clerk

What you did at this job position? **• Capture customers data into the company's system. • Make payment follow-up calls. • Receive payments. • Do filing. • Sign out cash for banking.**

Working period **nuo 2019.01 iki 2021.01**

Company name South African Police Services

You were working at: Administrators

Occupation Communication officer

What you did at this job position? • Collaborate with management to develop and implement an effective communications strategy based on the needs of the SAPS. • Write, edit, and distribute content, including publications, press releases, website content, annual reports, speeches, and other marketing material that communicates the SAPS's activities and/or services. • Respond to media inquiries, arrange interviews, and act as a spokesperson for the organization. • Establish and maintain effective relationships with journalists and maintain a media database. • Seek opportunities to enhance the reputation of the brand, and coordinate publicity events as required. • Maintain records of media coverage and collate analytics and metrics. • Manage conflict as it arises and escalate to management. • Ensure that all work carried out is in line with business and service plans and supports the overall aims and ambition of the SAPS. • Plan campaigns effectively, reporting achievements, and problems to appropriate managers and project leaders. • See tasks and objectives through to completion. • Encourage staff to advocate and communicate positively about the SAPS. • Gain feedback through public opinion to improve service within the SAPS.

Education

Educational period **nuo 2009.01 iki 2013.05**

Degree Degree

Educational institution Walter Sisulu University

Educational qualification Bachelor's degree in Public Relations Management

I could work As a Communication officer, Clerk, Receptionist and a Marketer

Languages

Language	Speaking level	Understanding level	Writing level
isiXhosa	fluent	fluent	fluent
English	fluent	fluent	fluent
isiZulu	good	good	good
Setswana	basic	good	basic

Computer knowledge

Good computer knowledge

Conferences, seminars

Not yet

Recommendations

Contact person	Sabelo Peter
Occupation	Lecturer
Company	Walter Sisulu University
Telephone number	0766310057
Email address	speter@wsu.org

Additional information

Your hobbies	Reading and journaling
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2021-06-00 (3 years)
Salary you wish	R10000+ R per month
How much do you earn now	R0 R per month