



Phumudzo Mubvafhi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am actively seeking for employment in finance and admin. I have four years of work experience in finance and administrative role.

My highest qualifications is BTech degree in Financial Information systems, i have completed RE5 certificate, I have a valise drivers license, I have good working knowledge of SAP and Sage accounting systems and I have done a course for Microsoft Excel Advance functions with look ups functions and Pivot tables, I am constantly enhancing my career by acquiring new skills.

I love working with figures and numbers and I am very attentive to detail, I am goal driven and have good communication skills.

Preferred occupation	Debotors clerk Finance jobs
	Bookkeeper Administrative jobs
Preferred work location	West Rand Gauteng

Contacts and general information about me

Day of birth	1994-05-16 (30 years old)
Gender	Female
Residential location	Johannesburg 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 2021.10 iki dabar**

Company name Genpact South Africa

Occupation Credit Controller

What you did at this job position? Responsible for 9 Masscash stores with 500plus accounts and a book value of over R20 million □ Allocating bank payments from General Ledger to trade debtors accounts and clear the GL □ Clearing customer's accounts as per remittances advice □ Constantly ensure all customers are trading within their agreed terms and limits □ Reconciling customer's accounts □ Process debit and credit note as needed □ Engaging with store administrators and debtors in a professional manner □ Resolving debtors queries and ensure queries resolutions are maintained □ Responding to client Enquiries □ Follow up on overdoes invoices and payments via Email or Telephone

Education

Educational period **nuo 2018.01 iki 2018.12**

Degree Degree

Educational institution Vaal University of Technology

Educational qualification Bachelors of Technology in Financial Information Systems

I could work I could work in finance

Educational period **nuo 2014.01 iki 2017.12**

Degree Diploma

Educational institution Vaal University of Technology

Educational qualification National Diploma: Financial Information Systems

I could work I could work in finance

Languages

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

Computer knowledge

Proficiency in use of SAP Business One and Sage Evolution Systems

Proficiency in use of Microsoft Suite (MS Word, MS Excel, MS PowerPoint and Outlook)

I have done a short course in Microsoft Excel Advanced Excel Formulas and Functions with Udemy

Additional information

Driver licenses B Light Vehicle ≤ 3,500kg

Driver license from 2023-10-00 (0 years)

Salary you wish 20000 R per month

How much do you earn now 15000 R per month