



# 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> <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 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 (1 years)

Salary you wish 20000 R per month

How much do you earn now 15000 R per month