



# Nosipho Strop

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

Supply chain administration.

I have experience in Supply Chain Management section of 3 years. I am an Honest, Humble, Accurate, Time management, Fast learner person

Preferred occupation	Administrators Administrative jobs
Preferred work location	Johannesburg Gauteng  Pretoria / Tshwane Gauteng

## Contacts and general information about me

Gender	Female
Residential location	Queenstown Eastern Cape
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	<b>nuo 2022.03 iki 2023.03</b>
Company name	Ndlangisa Professional Accountants
You were working at:	Administrators
Occupation	Administration Clerk
What you did at this job position?	<ul style="list-style-type: none"><li>• Render financial accounting transactions.</li><li>• Receive invoices. Check invoice for correctness, verification and approval (internal control).</li><li>• Render financial accounting transactions.</li><li>• Receive invoices. Check invoice for correctness, verification and approval (internal control).</li><li>• Check invoice (e.g. captured payments).</li><li>• Filing of all documents.</li><li>• Collection of cash.</li><li>• Perform salary administration support services.</li><li>• Receive salary advices. Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustment, capture all deduction). Fill all documents.</li><li>• Perform bookkeeping.</li></ul>

Working period **nuo 2018.11 iki 2020.10**  
 Company name Emalahleni local municipality  
 You were working at: Administrators  
 Occupation Finance Management Intern  
 What you did at this job position? Planning and Monitoring Data Base Administration and CSD Verification Sourcing of Quotations Processing Purchase orders in SEBATA Financial System • Compilation of SCM Monthly Reports • Tender Opening • Compilation of Bid Report for Procurement between R30 000-R200 000 • Safe keeping of SCM Documents • Attaching of invoices • Compilation of Specification • Advertising of Bid Notices • Coordinating Bid Committees • Receiving Goods& Services • Processing of Informal Adverts • Verifying Tax Compliance • Assisting in coordination of Bid Evaluation Committee • Ensures that all procurement is in line with prescribed legislation

Working period **nuo 2016.01 iki 2017.01**  
 Company name Enoch Mgijima local municipality  
 You were working at: Administrators  
 Occupation SCM Intern  
 What you did at this job position? · Planning and Monitoring Data Base Administration and CSD Verification · Sourcing of Quotations · Tender Opening · Safe keeping of SCM Documents · Attaching of invoices · Advertising of Bid Notices · Receiving Goods& Services · Processing of Informal Adverts & Verifying Tax Compliance

**Education**

Educational period **nuo 2012.01 iki 2014.11**  
 Degree Diploma  
 Educational institution Walter Sisulu University  
 Educational qualification Cost and Management Accounting  
 I could work At any available suitable position

Educational period **nuo 2001.01 iki 2005.11**  
 Degree Grade 12 / Matric  
 Educational institution Likhanyo High School  
 Educational qualification Senior Certificate  
 I could work At any available suitable position

**Languages**

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

**Computer knowledge**

- Microsoft office Word
- Microsoft Excel, Evasion
- Microsoft PowerPoint, Oracle
- Internet & Emails

**Recommendations**

Contact person Asanda Hoko  
 Occupation Demand Officer  
 Company Enoch Mgijima local municipality  
 Telephone number 0792717372  
 Email address Ahoko@enochmgijimalm.gov.za

Contact person Gugulethu Mbanjwa  
 Occupation Internal Auditor  
 Company Standard bank  
 Telephone number 0786605472  
 Email address gugumbanjwa@gmail.com

Contact person Asanda Ndlangisa  
 Occupation Accountant  
 Company Ndlangisa Professional Accountants  
 Telephone number 0664163330  
 Email address andlangisa@gmail.com

**Additional information**

Your hobbies Reading  
 Listening to music  
 Driver licenses None  
 Salary you wish 5000 R per month  
 How much do you earn now 3500 R per month