



# 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