



Charlotte Dakalo Mphosa

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Dear Hiring Manager,

I am a qualified, experienced and mature South African Woman looking for Creditors Administration/Administration Office.

I have a 8years experience in office administration work and Data Capturing; 3years experience in sales consultant; 3years experience in Sales Consultant; 3years and 8 months experience in Creditors Administration and 1year experience in PersonalAssistance.

I have spent the past 8years developing my skills as an Administration Officer for Viking Medical & Surgical; In-Time Logistics; Ramabulana Attorneys; Intec College; Csquared (House Of Monatic); Pridop Logistics and the current company, Ajuri Macadamia Farm (Pty) Ltd.

I believe Administration work is my biggest strength. Throughmy journey of working as an office administrator, I was exposed

to accounting systems such as Acc-Pac; Compu-Clearing;Integrity and Customer Relationship Management System.This includes preparing invoices on an excel spreadsheet; using POD (Purchase Order Delivery). And compiling Month-end statement for our clients.

I hold a diploma in Business Management; a National Certificate in Wholesale & Retail Distribution; An Effective Sales certificate; A

Pastel Accounting System Certificate; and a First Aid Level 1 Certificate.

Although I love my current job. I feel I am now ready for a more challenging assignment. And I realized I need to find a company where I see a long - term career path and I think change would be a great fit with my skills and goals. Among several of my workexperiences, I have a code 10 driver's license.

I am available to start in one (1) months' notice. I am willing to learn new things and grow in the company.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Mbombela / Nelspruit Mpumalanga

Contacts and general information about me

Day of birth	1993-07-14 (31 years old)
Gender	Female
Residential location	Mbombela / Nelspruit Mpumalanga
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 2022.10 iki dabar
Company name	Ajuri Macadamia Farm (Pty) Ltd
You were working at:	Administrators
Occupation	Creditors Administrator
What you did at this job position?	Processing of Creditors invoices, and matching to stock receipts. Reconcile individual AP accounts to statement, and submit for payment. Ensuring Creditors files are up to date. Day to day filling and sending of emails.
Working period	nuo 2020.01 iki 2022.09
Company name	Pridop Logistics (Pty) Ltd
You were working at:	Administrators
Occupation	Creditors Administrator
What you did at this job position?	Processing of Creditors invoices, and matching to stock receipts. Reconcile individual AP accounts to statement, and submit for payment. Ensuring Creditors files are up to date. Day to day filling and sending of emails.
Working period	nuo 2017.11 iki 2020.01
Company name	House of Monatic (Pty) Ltd
You were working at:	Direct sales consultant
Occupation	Sales Consultant
What you did at this job position?	Having the knowledge and use to Fabrics; communicating and collaborating with clients. Reconciling day and monthly reports. Experience of computerized accounting packages e.g. Transactions; Financial Report; Time & Attendance Report; Prices and Marketing and Payment Plans. System Used: Integrity System And Gmail

Working period **nuo 2017.03 iki 2017.10**
 Company name Intec College Group
 You were working at: Sales consultant
 Occupation Sales consultant
 What you did at this job position? Exceptional strong demonstration and presentation skills; Excellent communication skills; Dedicated to helping people to enhance education; Strong marketing and sales abilities; Excellent public speaking skills; and a reliable employee who never misses a deadline. System Used: Customer Relationship Management and Outlook.

Working period **nuo 2015.03 iki 2016.02**
 Company name Ramabulana Attorneys
 You were working at: Personal assistant
 Occupation Personal Assistant
 What you did at this job position? Scheduling and Calendar management; Handling emails; meeting planning; research; time management; multitasking; Report and document preparation And customer service. System Used: Gmail

Working period **nuo 2014.03 iki 2015.02**
 Company name InTime Logistics (Pty) Ltd
 You were working at: Debtors clerk
 Occupation Creditors Administrator
 What you did at this job position? Processing of Creditors invoices using Compu-Clearing and Acc-Pac System, and matching to stock receipts. Reconcile individual AP accounts to statement, and submit for payment. Ensuring Creditors files are up to date. Day to day filling and sending of emails. System used: Acc-Pac; Compu-Clearing; And Outlook.

Working period **nuo 2013.03 iki 2014.02**
 Company name Viking medical & Surgical (Pty) Ltd
 You were working at: Jobs for students
 Occupation Learnership
 What you did at this job position? Developed tracking tool for customer orders, improving accessibility of client data and customer service. Maintain stock of delivery truck. Organized and stocked delivery truck in an efficient manner to prepare for deliveries. System Used: Stock count documents

Education

Educational period **nuo 2011.02 iki 2014.06**
 Degree Diploma
 Educational institution Rosebank College
 Educational qualification Business Management

Educational period **nuo 2006.01 iki 2010.12**
 Degree Grade 12 / Matric
 Educational institution Equisweni Secondary School
 Educational qualification Matric

Educational period **nuo 2023.05 iki 2023.05**
 Degree Certificate
 Educational institution Udemy
 Educational qualification Pastel Accounting system

Educational period **nuo 2019.03 iki 2019.03**
 Degree Certificate
 Educational institution Imsimbi Training
 Educational qualification Effective Sales

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	fluent	fluent	very good
isiXhosa	very good	very good	basic
Sepedi	fluent	fluent	basic
Sesotho	fluent	fluent	basic
Xitsonga	fluent	fluent	basic
SiSwati	good	good	basic
Tshivenda	fluent	fluent	fluent
Setswana	basic	basic	basic

Computer knowledge

Microsoft Office; Word; Excel; Acc-PAC; Compu-clearing; Pastel Accounting system; and Integrity

Recommendations

Contact person Gugulethu
 Occupation Data Capturer
 Company Ajuri Macadamia Farm (Pty) Ltd
 Telephone number 0793452763

Contact person Linda
 Occupation Manager
 Company Pridop Logistics
 Telephone number 0733566519

Additional information

Your hobbies	Reading Writing
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2020-01-00 (4 years)
Salary you wish	15000 R per month
How much do you earn now	9400 R per month