



# Mpho Ngcobo

Curriculum Vitae (CV)

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

Administration clerk

I withhold an N4 - N6 business management qualification. I have a work experience of 18 months as a finance intern

This experience made me an essential support for the management team because my role in this department required me to prepare for meetings, write down minutes, review and sorting documents, matching invoices with purchase order, handling petty cash, monthly bank reconciliation statement report, filing.

- I have the ability to oral and written communication
- Excellent Organising
- Good interpersonal skills
- Excellent with Ms Word & Excell
- Attention to details
- Problem solving
- Work well under pressure

I am confident that I'm suitable for this position and I can be able to handle all tasks assigned to me and be able to meet deadlines.

Preferred occupation	Generals General jobs
Preferred work location	Johannesburg Gauteng

## Contacts and general information about me

Day of birth	1999-05-26 (25 years old)
Gender	Male
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 2022.07 iki 2023.12**  
Company name South West Gauteng College  
You were working at: Finance officer  
Occupation Finance Intern  
What you did at this job position? Bank reconciliation, Filing, Receiving and sorting documents, Handling petty cash and capturing suppliers into the accounting system

### Education

Educational period **nuo 2019.01 iki 2020.12**  
Degree Certificate  
Educational institution South West Gauteng College TVET  
Educational qualification Business Management N6

### Languages

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

### Computer knowledge

Ms Word  
Excell

### Recommendations

Contact person Siyabonga Khambule  
Occupation Finance mentor  
Company South West Gauteng College TVET  
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