



# Amanda Nobabalo Buwa

Curriculum Vitae (CV)

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

Customer Service  
Credit Controller  
Debtors Control  
Receptionist/Admin  
Event organiser  
Office Support  
Typist  
Data Capturer  
Marketing Research Assistant  
Sales

General: Self-published author of 'Bedroom Tears With My Therapist'

Preferred occupation	Debt collector Administrative jobs
Preferred work location	Eastern Cape

## Contacts and general information about me

Day of birth	1980-01-17 (44 years old)
Gender	Female
Residential location	Port Elizabeth 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 **nuo 2023.04 iki 2023.11**  
 Company name Mediterranean Shipping Company  
 You were working at: Filing clerk  
 Occupation Tracking Clerk  
 What you did at this job position? Receiving and dispatching of containers in accordance with all the depot Capturing of Gate control, reconcile and file daily reports as per the MSC depot procedures.Communicate with clients and transporters in case of queries and find ways to resolve client queries.Booking allocations ensuring that they are allocated to the correct client. Capturing all the CTOs for storage, BMW full boxes, Mercedes Benz and Shatterproof.Security gate control sheets to ensure that all CTOs are dispatched and tracked inbound and outbound

Working period **nuo 2023.01 iki 2020.04**  
 Company name MultiChoice DSTV  
 You were working at: Agents  
 Occupation Call Centre Customer Services  
 What you did at this job position? Sales Consultant, Making and Receiving inbound and outbound calls, Marketing products, Created profiles for new clients,Communicating with existing clients and handling customer complaints, Liaising with team to meet monthly sales targets

Working period **nuo 2020.01 iki 2020.08**  
 Company name Williams Hunt  
 You were working at: Switchboard operator  
 Occupation Receptionist/Admin.Clerk  
 What you did at this job position? Welcoming clients and showing correct departments for their assistance.Switchboard control, Overseeing inbound and outbound delivery logistics, Assisting service departments and arranging bookings, Ensuring maintenance of demo vehicles on shop floor and reception area.

Working period **nuo 2009.08 iki 2019.02**  
 Company name Vula Energy (Pty)Ltd  
 You were working at: Technician  
 Occupation Receptionist/Credit Controller  
 What you did at this job position? Ensuring that accounts are sent out to tenants by email or post, Follow up on payments, Debt collection, outgoing calls for payment reminders, Assisting clients with making payment arrangements, Manage debtors' books, Running credit checks on new clients and opening credit accounts and ensuring that the company has all the relevant information.

## Education

Educational period **nuo 2016.08 iki 2016.08**  
 Degree Certificate  
 Educational institution Nelson Mandela Metropolitan University  
 Educational qualification Introduction to Accounting  
 I could work In finance department as a credit controller/debtors'

Educational period **nuo 2000.06 iki 2003.04**  
 Degree Certificate  
 Educational institution Port Elizabeth College  
 Educational qualification Marketing Management  
 I could work In Sales and Marketing Department

### Languages

Language	Speaking level	Understanding level	Writing level
isiXhosa	fluent	fluent	fluent
English	fluent	fluent	fluent
isiZulu	good	good	good
Afrikaans	basic	basic	good
Sesotho	basic	good	basic

### Computer knowledge

MS Office Suite  
 MS Word  
 MS Excel  
 Power Point  
 Internet

### Conferences, seminars

Yes, I have attended seminars aligned with my career and qualifications. The most recent was in May 2022.

### Recommendations

Contact person Mr N.Vena  
 Occupation Principal  
 Company Fumisukoma Primary School  
 Telephone number 0826403075  
 Email address ntsikelelovena@gmail.com

Contact person Miss Anele Mpengesi  
 Occupation Call Centre Supervisor  
 Company Multi -Choice DSTV  
 Telephone number 0761780548  
 Email address abongileqaba17@gmail.com

Contact person Mr T.Ranuga  
 Occupation Depot Supervisor  
 Company MSC  
 Telephone number 041- 4099912/ 0837583676  
 Email address thandoranuga@msc.com

Contact person Mr Sello Headbush  
 Occupation Director  
 Company Vula Energy (Pty)Lty  
 Telephone number 0832768717  
 Email address Sello@headbushfunerals.co.za

**Additional information**

Salary you wish 18000 R per month  
 How much do you earn now 00.000.00 R per month