



Busiseka Ncamazana

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for any Administration job or Customer Service job as I am experienced in those fields and can be able to preform any office work as I am a fast learner.

I have a diploma in Financial Management and have more than 7 years work experience. I am available immediately and willing to learn.

Preferred occupation	Administrators Administrative jobs
	Part time jobs Part time, weekend jobs
Preferred work location	Johannesburg Gauteng
	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	1982-04-14 (42 years old)
Gender	Female
Residential location	Johannesburg Gauteng
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 2011.08 iki 2016.02**
 Company name African Bank
 You were working at: Banking
 Occupation Customer Service Consultant / Sales Consultant
 What you did at this job position? Answering Telephone, Handle customer queries and follow up until resolved, Capture/update Customer information onto the Bank's system, Process credit applications, Explain credit agreements to the clients, Promote and arket the Bank's products, Filing , Handle confidential documents of clients and daily spreadsheet report

Working period **nuo 2008.02 iki 2011.03**
 Company name Mthombo Investment Holdings
 You were working at: Accountants
 Occupation Financial Admin Assistant
 What you did at this job position? Answering Telephone, Receive and file Supplier invoices and credit notes, Supplier payment requisition, Dealing suspense accounts, Admin duties, Invoicing, Petty cash

Education

Educational period **nuo 2001.01 iki 2015.06**
 Degree Diploma
 Educational institution Buffalo City College
 Educational qualification Financial Management
 I could work in Finance Department

Educational period **nuo 1997.01 iki 1999.12**
 Degree Grade 12 / Matric
 Educational institution Qumbu Senior Secondary School
 Educational qualification Matric Certificate

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
isiXhosa	very good	very good	very good
Sesotho	basic	basic	basic

Computer knowledge

Internet

Email

Pastel Accounting

Pastel Payroll

Ms Excel
Recommendations

Ms Word Contact person	Carol-Ann Do Amaral
Ms Outlook Occupation	Line Manager
Ms PowerPoint Company	African Bank
Telephone number	0794260366

Additional information

Your hobbies	Reading Jogging Travel Watch movies Go out to meet new people
Driver licenses	B Light Vehicle ≤ 3,500kg
Salary you wish	R10 000+ R per month
How much do you earn now	R7 800.00 R per month