



Napyadi Ntsoane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have expertise and experience in bookkeeping, finance, admin, customer service, debtors/creditors clerk etc. I am quite flexible in the work I do. I am able to take on multiple tasks fairly easily and able to learn new skills quickly and effectively. I am interested in exploring postions where i can add value to a company and enjoy being in a place filled with growth and learning opportunities, surrounded by great minds that share ideas.

Preferred occupation	Accounting clerk Finance jobs
	Accounts assistance Finance jobs
	Debtors clerk Finance jobs
	Financial administrator Finance jobs
	creditors clerk Finance jobs
	Administrators Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng
	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1990-01-27 (34 years old)
Gender	Female
Residential location	Polokwane / Pietersburg Limpopo
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period **nuo 2015.07 iki dabar**
 Company name Capricorn TVET college
 Occupation Bursary administrator
 What you did at this job position? Screening bursary application form. Administration, record keeping and data capturing. Issue bursary application forms to students. Verification of student's documentation during submission. Handle bursary related queries (telephonic, personal visit etc). Work in conjunction with the student support officer. Verifying and approving bursary captured forms through Elaf system. Facilitation of signed SOP's by students and sent them to central office on time in batch. Create batches and control list of submissions to central office. Preparation of requisitions for the section. Ensure accurate filling and storage of captured application forms.

Working period **nuo 2012.10 iki 2015.06**
 Company name BlueMount Networks
 You were working at: Web designers
 Occupation Financial administrator
 What you did at this job position? Capturing of clients transactions. Bank reconciliation. Assisting with any duties required by management in the quest for client service. Answering incoming calls and provide routine information in response to enquiries. Keeping financial record. Allocate debtors collection to clients. Assisting auditors with auditing annual financial statements. Managing of all company vehicles travel logbooks. Barcoding and capturing assets in the assets register. Provide highest level of prompt and friendly client service. Invoicing customers on monthly basis.

Working period **nuo 2012.01 iki 2012.09**
 Company name Maleboho high school
 You were working at: Administrators
 Occupation Admin clerk
 What you did at this job position? Capturing learners on school database. Distribution of payslips. Maintain daily filling and record keeping. Collection of circulars and letters from the circuit office. Assisting with school functions and activities. Assist and support school principal. Process all manuscripts, letters, documents and proposals.

Education

Educational period **nuo 2011.01 iki 2013.06**
 Degree Certificate
 Educational institution Capricorn FET College
 Educational qualification National N diploma in Business Management

Languages

Language	Speaking level	Understanding level	Writing level
Sepedi	fluent	fluent	fluent

English	fluent	fluent	fluent
isiZulu	basic	good	basic
Tshivenda	good	good	good

Computer knowledge

Microsoft office, Outlook, Paste accounting system

Additional information

Your hobbies	Watching TV and Reading
Driver licenses	None
Salary you wish	10000 R per month
How much do you earn now	2500 R per month