



# Nokubonga Nkosi

Curriculum Vitae (CV)

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

I offer diverse experience in query logging, query resolving internal and external, processing, debtors assistant, data capture and lastly papertrail administrator with demonstrated skills that can bring a positive response to any task given. As a skilled individual the following is a highlight of my qualifications include:

- Over 2 years of working in admin, I have learned a lot things that can help do anything and everything
- Knowledge of, and experience in computer system and custom applications.
- Creative problem solver who applies financial and analytical expertise in profit and loss management to achieve performance objectives.
- Dynamic self-starter with a strong sense of responsibility and a positive, goal-oriented attitude. Able to manage multiple complex projects and issues simultaneously.
- Ability to relate to staff at all levels
- Working independently and in a team environment to accomplish mission of corporate objectives.
- Planning skills and communication skills combined together.
- Punctual, organized, efficient and cooperative

Preferred occupation

**Administrators**

Administrative jobs

**Finance managers**

Finance jobs

**Generals**

General jobs

**Receptionists**

Hotel jobs

**Secretaries**

Administrative jobs

**Waiters, waitresses**

Restaurant, bar service jobs

Preferred work location

**Johannesburg**

Gauteng

**East Rand**

Gauteng

### Contacts and general information about me

Day of birth	1995-10-29 (28 years old)
Gender	Female
Residential location	Pretoria / Tshwane 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	<b>nuo 2014.04 iki 2016.06</b>
Company name	Duma Travel
You were working at:	Administrators
Occupation	Processor/Query Logger & resolver
What you did at this job position?	Printing and query resolution
Working period	<b>nuo 2017.01 iki 2018.04</b>
Company name	Duma Travel
You were working at:	Accountants
Occupation	Invoicing/Data capture,Papertrail Administrator

### Education

Educational period	<b>nuo 2015.01 iki 2017.12</b>
Degree	Certificate
Educational institution	IQ Academy
Educational qualification	Tourism and Hospitality Management
I could work	Travel Industry,Reception

### Languages

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

### Computer knowledge

Microsoft Excel, Access, PowerPoint, Outlook and Word  
Papertrail (Invoices, voucher, orders)  
Quicktrav (Invoicing and printing vouchers)

### Additional information

Your hobbies	Reading
Driver licenses	None
Salary you wish	8000 R per month
How much do you earn now	7500 R per month