



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 (29 years old)
Gender	Female
Residential location	Pretoria / Tshwane 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 2014.04 iki 2016.06
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	nuo 2017.01 iki 2018.04
Company name	Duma Travel
You were working at:	Accountants
Occupation	Invoicing/Data capture,Papertrail Administrator

Education

Educational period	nuo 2015.01 iki 2017.12
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