



# Nosipho Victoria Maphela

Curriculum Vitae (CV)

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

### SKILL TYPE EFFICIENCY

Organizational skills Neat

Efficient

Organized

Proactive

Can prioritize own work load

Able to work under pressure and multitask

Very good and responsible

Computer skills Ms Word

Ms Excel

Ms Outlook

Internet

Sage Pastel

Excellent (Proficient)

Administration skills Filing

Data capturing

Using office equipment Very good

Communication skills Effective verbal and listening Very good

Typing skills Fast and accurate Very good

Financial Skills Audit Files (Working paper Excellent

## Contacts and general information about me

Day of birth 1986-07-27 (38 years old)

Gender Female

Telephone number *Information is available only for registered users.*  
[Sign in](#)

Email address *Information is available only for registered users.*  
[Sign in](#)

**Work experience**

Working period **nuo 2017.02 iki dabar**  
 Company name Jwayelani head office  
 You were working at: Finance officer  
 Occupation Finance administration clerk  
 What you did at this job position? capturing deposited amount ,capturing daily sales onto spread sheet ,capturing invoices , loading to vendors onto the bank

**Education**

Educational period **nuo 2005.02 iki 1993.01**  
 Degree Grade 12 / Matric  
 Educational institution Singisi comprehensive high school

**Languages**

Language	Speaking level	Understanding level	Writing level
English	very good	very good	good

**Computer knowledge**

- Ms Word
- Ms Excel
- Ms Outlook
- Internet
- Sage Pastel
- Ms accesses
- Power point
- Ms windows
- office software

**Recommendations**

Contact person Shaniel Haripersad  
 Occupation Finance manager  
 Company Jwayelani (choppies ) head office  
 Telephone number 031 303 3864 / 083 417 5727  
 Email address shaniel@jwayelani.co.za

**Additional information**

Your hobbies	reading , dancing
Salary you wish	R10000+ R per month
How much do you earn now	R7800 R per month