



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