



# Lucia Makubetsa

Curriculum Vitae (CV)

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

I am looking for any office administrative or bookkeeping positions.

I have experience working as a receptionist which make me familiar with office equipment such as copiers. Telephone adequate take message transferring calls to different extensions.

Ordering stationery and office groceries.

I am a very reliable and hand on person. I am honest, I do take my work very seriously, I work well understand and independently.

I thank you in advance.

Kind regards

Lucia Makubetsa

## Contacts and general information about me

Day of birth	1990-02-20 (34 years old)
Gender	Female
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 **nuo 2014.02 iki dabar**

Company name Radison Financial Solution

You were working at: Accountants

Occupation Bookkeeper

What you did at this job position? Maintains records of financial transactions by establishing accounts; posting transactions; ensure legal requirements compliance. Develops system to account for financial transactions by establishing a chart of accounts; defining bookkeeping policies and procedures. Maintains subsidiary accounts by verifying, allocating, and posting transactions. Balances subsidiary accounts by reconciling entries. Maintains general ledger by transferring subsidiary account summaries. Balances general ledger by preparing a trial balance; reconciling entries. Maintains historical records by filing documents. Prepares financial reports by collecting, analyzing, and summarizing account information and trends. Complies with federal, state, and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports; advising management on needed actions. Contributes to team effort by accomplishing related results as needed.

Working period **nuo 2011.08 iki 2014.01**

Company name Nissi Training Centre

You were working at: Receptionist

Occupation Receptionist

What you did at this job position? Greet and welcome guests as soon as they arrive at the office. Direct visitors to the appropriate person and office. Answer, screen and forward incoming phone calls. Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures). Provide basic and accurate information in-person and via phone/email. Receive, sort and distribute daily mail/deliveries. Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges). Order front office supplies and keep inventory of stock. Update calendars and schedule meetings. Arrange travel and accommodations, and prepare vouchers. Keep updated records of office expenses and costs. Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing.

**Education**

Educational period **nuo 2004.01 iki 2009.12**

Degree Grade 12 / Matric

Educational institution Oakdale Secondary School

Educational qualification National senior certificate

Educational period **nuo 2009.07 iki 2009.08**  
 Degree Certificate  
 Educational institution M.A.D. Skills Development center  
 Educational qualification End user computer

Educational period **nuo 2013.09 iki 2013.09**  
 Degree Certificate  
 Educational institution Nissi Training center  
 Educational qualification Lement OHS and protection services  
 I could work First aid level 1

**Languages**

Language	Speaking level	Understanding level	Writing level
Afrikaans	fluent	fluent	fluent
English	fluent	fluent	fluent

**Computer knowledge**

Excel  
 Word  
 Internet  
 Power point  
 Microsoft  
 Pastel partner

**Recommendations**

Contact person Charmaine Chunderdoojh  
 Occupation Hr manager  
 Company Radison Financial Solution  
 Telephone number 011 855 7100

Contact person Mr naidu  
 Occupation Managing director  
 Company Nissi Training center  
 Telephone number 0112114781

**Additional information**

Your hobbies I love exercising, reading books and spending time with family and friend  
 Driver licenses None  
 Salary you wish 15000+ R per month

How much do you earn now

8000 R per month