



Bonginkosi Ngubeni

Curriculum Vitae (CV)

What job i'm looking for? My positive points

My background as finance administrator entails data entry of invoices/ receipts, filing and retrieving for audit purposes as well as advanced excel skills.

My background in training administrator entails data entry of learner information (name, surname, identity number, address, course period, assessment results, etc) and communication with stakeholders

Preferred occupation Administrators
Administrative jobs

Contacts and general information about me

Day of birth 1986-05-21 (38 years old)
Gender Male
Residential location Johannesburg
Gauteng
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 2012.01 iki 2019.06**
Company name Transport SETA
You were working at: Administrators
Occupation Training Grant Administrator
What you did at this job position? Administer grant application forms and provide feedback to applicants, Formulate grant contracts for signature and submit to all parties, Maintain contract management spreadsheet and submit for management approval, Conduct site monitoring and verification visits, Amend contracts by addendum and prepare addendum report, Prepare payment requisitions for disbursement, Attend to audit information requests and queries, Participate in career exhibitions, Train and mentor new interns, Alpha-numeric filling and retrieval on request, Coordinate committee members travel meeting venue catering etc.

Working period **nuo 2010.02 iki 2011.12**
 Company name Transport SETA
 You were working at: Debtors clerk
 Occupation Accounts Administrator
 What you did at this job position? Process payment requests submitted by various departments, Capture new supplier/ customer information on the accounting system, Prepare bank reconciliation statement and submit for management approval, Handling of the petty cash box, Asset count and verification, Alpha-numeric filling and retrieval on request.

Working period **nuo 2009.07 iki 2009.10**
 Company name Cozens Recruitment Group
 You were working at: Data capturers
 Occupation Data Capturer
 What you did at this job position? Daily capture of candidate electronic profiles, Alpha-numeric filling and retrieval on request.

Education

Educational period **nuo 2015.03 iki 2018.06**
 Degree Diploma
 Educational institution VCI
 Educational qualification Educational Training and Development Practices (ETDP)
 I could work Training Grants Administrator

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
isiZulu	very good	very good	very good
Sesotho	good	good	basic

Computer knowledge

Advanced Microsoft Excel
 Microsoft Office Adobe

Recommendations

Contact person Mr. Thembinkosi Raphael Mosia
 Occupation ETD Practitioner
 Company Transport SETA
 Telephone number 082 823 6726

Contact person	Mr. Ramodise Phillip Tsolo
Occupation	Executive Officer:
Company	Transport SETA
Telephone number	011 577 7000/ 078 456 0679

Additional information

Your hobbies	Reading finance self-help books Jogging Watching movies at the cinema Travel and attend barbeques
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2010-12-00 (13 years)