

CURRICULUM VITAE

OF

HLEKAZI NOMBANGA

PERSONAL STATEMENT AND MOTIVATION

I am an experienced and hardworking individual in office support and administration in the automotive industry.

My goal is to do the best in what I do and, in this endeavor, I continue to pursue new skills and expand my knowledge base through further education and actual work experience. I have a well-founded belief in my worth and abilities. A career is of utmost importance to me, and I seek investment in my abilities and career commitment. I regard myself to be a self-motivated, mature, focused and pressure handling individual.

CAREER GOALS

I am an individual with a set of skills, the experience I possess will bring great value and prove to be an asset in your organization and I in turn will acquire experience and improve my skills to grow within the organization. I am a diligent and smart person who constantly strives for the very best and I am a team player. My career goal is to grow and develop within a reputable organization that promotes career advancement and stability as well as recognition and rewards accordingly. It shall be a privilege to work for an organization like yours.

PERSONAL DETAILS

NAME : HLEKAZI
SURNAME : NOMBANGA
DATE OF BIRTH : 14 -01-1985
GENDER : Female
MARITAL STATUS : Single
EQUITY : Black
CONTACT NUMBER : 073 765 6454
E-MAIL : hlekyec@gmail.com
NATIONALITY : South African
DRIVERS LICENCE : Yes
CRIMINAL RECORD : None
LANGUAGES : English
: IsiXhosa
: IsiZulu

ACADEMIC QUALIFICATIONS

SECONDARY EDUCATION

SCHOOL : Port Shepstone High School
QUALIFICATION : Matric
YEAR : 2004
SUBJECTS : English
Afrikaans
Geography
Biology
Accounting
Travel & Tourism

TERTIARY EDUCATION

INSTITUTION ATTENDED : University of Johannesburg
QUALIFICATION : ND Tourism Management
YEAR : 2005-Incomplete
MODULES : Tourism Development I
: Tourism Planning II
: Events Management I
: Marketing for Tourism I
: Marketing for Tourism II
: Travel and Tourism Management I
: Travel and Tourism Management II
: Travel and Tourism Management III
: Communication for tourism I
: Cultural Tourism I
: Tourism Information Management I
: Travel and Tourism Practice I
: Travel and Tourism Practice II
: Destinations: Middle East & Far East
: International Fare Calculations 3

EMPLOYMENT SUMMARY

_1. NAME OF COMPANY : Motus Daimler Trucks Gauteng West
POSITION HELD : Vehicle sales administrator.
DUTIES : Admin support to the sales department
License and registration process
Number plates arrange
Ensure verification of vehicle details
Invoicing as per deal file and according to
Procedure
Issue orders of sublet work
Ensure all del files are updated
Ensure staff and supplier are professionally
handled.
Stocking vehicles

Batch input to correct account
Stock take
Name change
Ordering of vehicles on DFE
Sales card capture

2. NAME OF COMPANY : Sandown Commercial Vehicles, Roodepoort
POSITION HELD : Cashier
DUTIES : Banking of Cash
Banking of Cheques
Banking of Credit Cards
Receipting and processing of payments
Banking of all monies received daily
Obtaining relevant codes on Cheques and
Credit cards and authorization
Assist with administration
Filling of all documents accurately
Assist with Cheques Refunds
Dealing with customer queries
DURATION : 01/10/2014-01/11/2022

3. NAME OF COMPANY : McCarthy Toyota Arcadia, Pretoria
POSITION HELD : Receptionist
DUTIES : Switchboard Operator
DURATION : 20 May 2013-30 September 2013
REASON FOR LEAVING : End of contract

4. NAME OF COMPANY : McCarthy Toyota Arcadia, Pretoria
POSITION HELD : Admin Clerk
DUTIES : Tracing unallocated Payments
Assisting Creditors
Processing Payments
Outgoing calls to Clients
Incoming Calls
Balance sheet recons
DURATION : 28 January 2013-17 May 2013
REASON FOR LEAVING : End of contract.

5. NAME OF COMPANY : McCarthy Toyota Arcadia, Pretoria
POSITION HELD : Cashier
DUTIES : Receipting payments
Issuing Payments
Printing receipt
Banking of Cash
Banking of speed-points
Balance sheet recons
Switchboard Operator
Taking messages
DURATION : 20 August 2012 – 31December 2012
REASON FOR LEAVING : End of contract.

6. NAME OF COMPANY : McCarthy Toyota Arcadia, Pretoria
POSITION HELD : General Assistant
DUTIES : Filing
Issuing files
Assisting with administration
Assisting with Insurance claims
Stock Count of new & used Vehicles.
DURATION : 18 May 2012
TILL : 19August 2012
REASON FOR LEAVING : End of contract.

PERSONAL SKILLS

- Efficient and Organized
- Excellent problem-solving ability.
- Great communication skills
- Multi-tasking ability

- Handles pressure well.
- Ambitious and hardworking
- Focused and goal minded.
- Independent & excellent team player
- Excellent telephone etiquette
- Excellent attention to detail

PROFESSIONAL SKILLS

- Admin clerk
- Data capturing
- Cashier
- Switchboard operator
- Office Support
- Microsoft office (MS Outlook, MS Word, MS Excel)

REFERENCES

1. CONTACT PERSON : Ntokozo Khumalo
CONTACT NUMBER : 011 611 2100
POSITION : Service admin Manager
2. CONTACT PERSON : Yvette Orme
CONTACT NUMBER : 012 621 0000
POSITION : Branch Accountant
3. CONTACT PERSON : Refilwe Kekana
CONTACT NUMBER : 011 611 2100
POSITION : Senior Creditors Clerk
4. CONTACT PERSON : Portia Thembu
CONTACT NUMBER : 012 334 5500
POSITION : Booking Clerk

5. CONTACT PERSON : Lihle Dlamini
CONTACT NUMBER : 012 334 5533
POSITION : Debtors controller