



## JUNIOR MALULEKE

Email:  
[malulekejr0126@gmail.com](mailto:malulekejr0126@gmail.com)

Alt email:  
[juscadollar@gmail.com](mailto:juscadollar@gmail.com)

Telephone:  
072 941 6642/065 906 9103

Adress:  
234 Unit X  
Block X  
Soshanguv  
0152

### **OBJECTIVE**

Financial management TVET graduate, a very enthusiastic and passionate driven person. A team player always open for discussion and new ideas. I am a very committed worker who love challenges and have a will to succeed. My dependability is unquestionable. "Growth and Stability is what drives me forward".

### **EXPERIENCE**

01 November 2017-31 January 2019

#### **HARRY RAMATSHIMBILA ATTORNEYS**

##### **ADMINISTRATION CLERK**

- > Customer service (Calling, answering and emailing)
- > Drafting statements and budgets
- > Bookkeeping
- > Petty cash
- > Receiving and sending of invoices (Suppliers and clients)

01 February 2019 Until to date

#### **CLICKS GROUP LIMITED**

##### **SHOP ASSISTANT CASHIER**

- > Customer service (knowledgeable)
- > Receiving stock
- > Cash office
- > Stockroom and shelf maintenance
- > Packing stock

### **EDUCATION**

JULY 2015-DECEMBER 2016

#### **TSHWANE NORTH TVET COLLEGE**

##### **FINANCIAL MANAGEMENT**

- > Financial Accounting
- > Computerized Financial System
- > Cost and Management Accounting
- > Income Tax

### **REFERENCES**

<b>NAME</b>	<b>OCCUPATION</b>	<b>CONTACT DETAILS</b>
Lerato	Manager	012 321 1227 / 1228
Harry Ramatshimbila	Director	012 770 2362/ 076 828 3801
Miss Moutlaotse	Lecture	072 138 9137