EDWARD GOBILE

3972 REST IN PEACE KHUTSONG CARELTONVILLE

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CARREER OBJECTIVES

Interested in growing within challenging, commercial and corporate careers

1. PERSONAL DETAILS

IDENTINTY : 8806195788080

HEALTH : Good

1. TERTIARY EDUCATION

BOSTON CITY COLLAGE (2008-2010)

Obtained a qualification in credit control

Majors:

* Principles of Credit Control (FMI)
* Practical Bookkeeping 1 (FMI)
* Practical Bookkeeping 2 (FMI)
* Introduction to business accounting (FMI)
* Microsoft package

SPECIAL SKILLS AND ACHIEVEMENTS

* Recording income and receipts
* Prepare ledger balances and initial trial balance
* Perform value added tax calculations and complete returns
* Record business financial transactions
* Make record payments

1. HIGH SCHOOL EDUCATION

Badirile High School (2003-2007)

* English
* IsiXhosa
* Mathematics
* Accounting
* Business Economics
* Economics

Special achievements and honours

* Training programme certificate in bookkeeping
* Certificate in participating in love life programme
* Leaner Representative Council (LRC) (Secretary) 2006
* Volley ball team
* Academic Awards

1. WORKING EXPIRIENCE

Position

* Verification of assets at MNB Chartered Accountants
* Revenue enhancement at MNB Chartered Accountants

Abilities

* Counting of movable assets
* Capture information
* Checking water and electricity statements of residents
* Debt collection from clients via telephone
* Making arrangements on due payments and submit report

4months duration

Position

* Mining team at Anglo Gold Ashanti

Abilities

* Dig minerals
* Install support underground
* Sweeping of the ground by water jet

7months duration

Position

* Representative at AVBOB

Abilities

* Calling of clients telephonically and and make arrangements to present the product
* Capture information on the system

3months duration

Position

* Cash desk consultant at Trueworths

Abilities

* Recording payments on the system
* Flat packing of clothes

2months duration

1. REFERENCES

* MR Glen Ntuli

CEO of MNB Chartered Accountants

Contact: 011 025 9908 office

Cell no: 081 825 1375/0834027373

* MRS Jeanette Kholo

Manager at Truworths

Contact: 073 413 2772/083 216 2219

* MR Sherwin Jacobs

Manager at AVBOB

Contact: 018 464 1957 office

* MRS Miriam
* Human resource Manager at Anglo Gold Ashanti

Contact: 018 478 9334 office