MISS RAHAB RAMAESELA KGOTSE

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**EDUCATION AND TRAINING**

**Secondary education**

Year: 2004

Qualification: Senior certificate grade 12

School: Phateng Comprehensive School

Subjects: English 2nd language, Sepedi 1st language, Accounting,

Business Economics, Economics, Mathematics

**Tertiary education completed**

Year: 2005-2007

Qualification: Financial Management National certificate N4,N5,N6

School: Tshwane North College

Subjects: Financial accounting (N4, N5, N6),management

Communication (N4), Computerized financial

System (pastel N4, N5, N6), Cost and management

Accounting (N5, N6), Income tax (N6),

Entrepreneurship and business management (N4),

Mercantile law (N5)

**WORK EXPERIENCE**

Company Name: Mandla Stationery

Period: 02-04-2008-08-12-2010

Position: Sales order clerk

Duties: 1. Obtain customers' names, addresses

and billing information, product numbers

and specifications of items to be purchased

and enter this information on order forms.

2. Prepare customer’s invoices

3. Inform customers by mail or telephone

of order information such as unit prices,

Delivery dates, and any anticipated delays.

4. Receive and respond to customer complaint

5. Check inventory records to determine availability of

Stock.

6. File copies of orders received and supplier’s invoices

Reason for leaving: Looking for challenges

Current job:

Period: 02-01-2011 (till present)

Company Name: MABN TRADING ENTERPRISE

Position: Senior Office administration

Duties: 1.Managing customer’s queries and complaint

2. Arrange appointments with clients, and suppliers

To meet with the seniors of the company

3. Preparing correspondence on my director’s behalf

4.Preparing clients invoices and quotations

5. File copies of orders received and suppliers invoices

6. Sourcing and ordering stationery and office

equipment

7. Booking meetings

8.Writing reports

9. Interact with clients and making sure that their

Queries are attendant

**PERSONAL SKILLS AND COMPETANCE**

Skills: Communication skills

Ability to work unsupervised

Computer literate/pastel accounting

Team work

Customer service & customer care skills

Reason for wanting to leave: I’m looking for a new challenge and, “an opportunity

for growth

Availability: If I’m offered this position,which in my view is a great

Match to my skills,experience and career plans,I’m

To start as soon as possible but however I will

If you give me at least a week so that I can transfer

The responsibilities to my current colleagues.

**ENTEREST AND ACTIVITIES**

Computer internet

Listening to music

**REFERENCES**

Miss Miriam Makgoka: Manager

Phone (012 326 2980)Cell: 073 399 2464

Email:miriamm@webmail.co.za

Miss Bonnie Chauke Senior administrator

Phone (012 327 6109)cell: 083 532 2997

Sello Tau: Sales and marketing department

Phone:( 012 326 1868)Cell:072 326 1925