

# Thato Makhubela

## OBJECTIVE

I am a focused, result-driven, self-motivated, and enthusiastic professional. I am eager to exercise the knowledge obtained from my experience and gain technical skills in a challenging work environment while contributing to meet deadlines, and produce deliverables expected of me. I enjoy working with and being part of a successful productive team, but also thrive in individual projects. More than capable of leading a team and thrive working in high pressure and challenging working environments. Naturally possess excellent interpersonal communication and negotiation skills, manage work relationships well and have the ability to influence decisions.

## EXPERIENCE

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JANUARY 2019-JUNE 2020  
Creditors Clerk, African Bank

JANUARY 2019 - JUNE 2020  
Procurement Officer, African Bank

OCTOBER 2014-SEPTEMBER 2023  
Contact Centre Consultant, African Bank

Key responsibilities: Maintaining positive supplier relations, evaluating supply options, approving purchases, and maintaining accurate records.

Handling the accounts of creditors who have outstanding debts. And tasked with collecting payments, updating account information, and resolving any issues that arise in connection with these debts. Communicating with suppliers and build strong relationships.

Keeping track of assigned accounts to identify outstanding debts. Planning course of action to recover outstanding payments. Locating and contacting debtors to inquire of their payment status. Effectively providing customer service to clients. Dealing with sensitive and critical data.

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## REFERENCES

Available upon request.

**ADDRESS**

247/1123 Khaya Street Devland  
Extension 27 Johannesburg,  
1811

**PHONE**

0767572997

**EMAIL**

makhubelathato@gmail.com

**EDUCATION**

**CIMA Operational Case Study| University of South Africa**  
2024

**Bachelor of Accounting Sciences in Financial Accounting| University of South Africa**  
2024

Programme in Financial Management NQF Level 6| University of South Africa  
|2017

Numerical Skills for Business NQF level 5| University of South Africa|2014

National Senior Certificate | Silver Oaks Secondary School  
2012

**SKILLS AND  
COMPETENCIES**

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- Excellent clear communication (Written and Verbal)
  - Teamwork and Collaboration
  - Strong grammar and spelling
  - Accountability and great planning skills
  - Analytical thinker and Problem-solving
  - Attention to detail and conflict resolution
  - Strong customer service
  - Computer Literate and competent keyboard skills
  - Determined and persistent
  - Excellent time management
  - Proficient in Microsoft Office, Excel
  - Sage Pastel
  - Resolving issues efficiently
  - Ability to work with internal and external customers
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**DECLARATION**

I do hereby declare that above particulars of information and facts stated are true and complete to the best of my knowledge and belief.