***CURRICULUM VITAE***

***OF***

***ROBIE MPHO NALE***

***Personal Details***

**Surname : Nale**

**First Names : Robie Mpho**

**Residential Address : 293 Lekaneng Section**

 **Tembisa, 1632**

**Contact Number : 072 786 0524**

**Email Address :** **robienale@gmail.com**

**Identity Number : 860205 6067 080**

**Marital Status : Married**

**Skills : Beads Designing, MS Word, Excel, Outlook and Pastel V18**

**Home Language : Southern Sotho**

**Other Languages : English, Sepedi, Zulu and Setwana**

**Gender : Male**

***Educational Qualifications***

**High School Attended : Tembisa Secondary School**

**Highest Grade Passed : Grade 12**

**Subjects Passed : English**

 **Northern Sotho**

 **Mathematics**

 **Accounting**

 **Economics**

 **Business Economics**

**Year Completed : 2004**

***Other Qualifications***

**Institution : College for Vocational Studies**

**Qualification Obtained : Certificate in Financial and Credit Management**

**Subjects Passed** : **Introduction to Finance**

 **Information Systems**

 **Business English**

 **Business Calculations**

 **Business Computing**

 **Entrepreneurship**

**Year Completed : 2005**

**Institution : Quest Computer Skills Centre**

**Qualification Obtained : Certificate in Bookkeeping and Pastel Version 7**

**Subjects Completed** : **Manual Bookkeeping**

 **Basic Bookkeeping**

 **Creditors**

 **Debtors**

 **Pastel Version 7**

**Year Completed : 2007**

***Employment History***

**Company Name : JRN Designers**

**Current Position : Beads Designer/ Self Employed**

**Duties**  :  **Designing Necklaces, Crowns and Bracelets using Beads.**

**Period of Service : 1 July 2019 to Date**

**Company Name : R N R Business Solutions**

**Position Held : Junior Bookkeeper**

**Duties**  : **Capturing Bank Statements in the Cash Book Entry on Pastel V18,**

 **Reconciling the Cash Book on Pastel V18, Journal Entries, Capturing**

 **Customer Invoices or Sales Invoices on Pastel V18, Printing out**

 **Income Statements, Bank Reconciliation, Cash Books Reports.**

 **Preparing the Petty Cash Journal and Log Books on Excel**

 **Spreadsheet. CIPC Annual Returns Submissions and Administration**

**Period of Service : 1 July 2019 to 28 November 2019**

**Reason for leaving : 3 Months Contract**

**Company Name : Absa Bank Greenstone Mall Branch**

**Position Held : Teller**

**Duties** : **Capturing of Cash and Cheque Deposits**

 **Cash Withdrawals and Cheque Encashments**

 **Internal Transfer and Cheque Payments**

 **Requesting and Booking out Cash using the Tube System**

 **Balancing Drawers at the end of each day**

**Period of Service : June 2012 – September 2017**

**Reason for leaving : Temporary Employment**

***References***

**Name of Company : JRN Designers**

**Position Held : Director/Partner**

**Contact Person : Joyce Nale**

**Contact Number : 072 126 0123**

**Name of Company : R N R Business Solutions**

**Position Held : Senior Bookkeeper/ Manager**

**Contact Person : Riaana Rocha**

**Contact Number : 084 582 2310**

**Name of Company : Absa Bank Greenstone Mall Branch**

**Position Held : Tellers Supervisor**

**Contact Person : Celia**

**Contact Number : 011 553 0300**