

BONGUMUSA DYONASE

Gqeberha (Port Elizabeth), Eastern Cape

061-403-7844

Bongumusadyonase44@gmail.com

PROFESSIONAL SUMMARY

Professional and customer-focused individual with administrative and data capturing experience in a healthcare environment. Skilled in communicating with clients, handling enquiries, maintaining accurate records, and providing excellent customer service. A quick learner with strong computer skills, excellent communication abilities, and a positive attitude. Able to work well under pressure, solve problems efficiently, and deliver exceptional service while maintaining professionalism.

CORE COMPETENCIES

- Customer Service
- Call Handling & Telephone Etiquette
- Communication Skills
- Problem Solving
- Data Capturing
- Microsoft Office (Word, Excel & Outlook)
- Administrative Support
- Time Management
- Teamwork
- Attention to Detail
- Record Keeping
- Professionalism
- Multitasking
- Active Listening
- Confidentiality

WORK EXPERIENCE

Finance Administration Assistant/Data Capturer

Nozuko clinic Department of Health

October 2022– April 2025

Responsibilities:

- Process invoices and financial documents accurately.
- Capture financial data into accounting systems.
- Assist with accounts payable and receivable functions.
- Prepare and maintain financial records and reports.
- Reconcile accounts and resolve discrepancies.
- Maintain organized filing systems for financial documentation.
- Assist with month-end financial procedures.
- Support the finance team with administrative tasks.

EDUCATION

Senior Certificate

Gompo center

2025

CERTIFICATES

- SENIOR CERTIFICATE-2025
- GENERAL EDUCATION – 2024

TECHNICAL SKILLS

- Microsoft Excel
- Microsoft Word
- Microsoft Outlook
- Accounting Software (Sage, SAP, Pastel, QuickBooks, etc.)

- Data Management

REFERENCE

Siyamthanda Ndatana Supervisor 0834967349 Ndatanas@gmail.com

Bulelwa papiyana co-worker 0760789900 bulelwapapiyana@gmail.com

Anitta Msenti co-worker 0848789053 Anittamseti00@gmail.com

COVER LETTER

Bongumusa Dyonase

Bongumusadyonase44@gmail.com

Gqeberha (Port Elizabeth), Eastern Cape

061-403-7844

13 July 2026

Dear Hiring Manager

I am writing to express my interest in the customer service position. I am a motivated and detail-oriented individual with strong administrative and financial support skills, and I am eager to contribute to your team.

I have a good understanding of customer service, financial administration, data capturing, record management, and maintaining accurate documentation. I am proficient in Microsoft Office applications, particularly Excel, problem solving, and Outlook, and I possess excellent team work and attention to detail. I am confident in my ability to assist with invoice processing, reconciliations, filing, and other finance-related administrative duties.

I am a quick learner, highly organized, and able to work effectively both independently and as part of a team. My strong communication skills, professionalism, and commitment to accuracy enable me to perform well in fast-paced environments while meeting deadlines.

I would welcome the opportunity to discuss how my skills and enthusiasm can contribute.
Thank you for considering my application. I look forward to hearing from you.

Yours sincerely,

Bongumusa Dyonase

Kind regards,

Bongumusa Dyonase