

Mpho Gift, Molelekwa

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SUMMARY

Confident graduate with the skills and knowledge to make a significant impact within any organization, strong foundation, creativity, and flexibility. Ready to contribute **IMMEDIATELY** if offered the position. I'm also willing to relocate at my own cost if necessary. Professionalism is my top priority.

EDUCATION

NQF5 - Higher Certificate in Office administration

IIE Rosebank College

Graduate Year: 2024

NQF4 - Grade 12 (MATRIC)

SENTHIBELE SENIOR SECONDARY SCHOOL

Year completed: 2021

CERTIFICATE

- **Drivers licence - Code 10**
- **Certificate in Full stack development**

WORK EXPERIENCE

September 2024 – January 2025

MFC a Division of Nedbank, Industry: Finance

Position: Officer Payout

- Resolved unlimited daily payout-related deals and inquiries with stakeholders via phone and email with the turn-around time, after submit payment invoice when I approved.
- Prevent financial loss by ensuring accurate calculations and capturing, FAIS and FICA checks.
- Action checks and balances of all payments made by reconciling all financial reports and bank statements on a regular basis.

September 2025 – Currently working here

IIE Rosebank College, Industry: Education

Position: Invigilator

- I supervise exams managing high volume of students to follow rules/regulations
- Monitor and Prevent any form of academic dishonesty.
- Handle incidents professionally that arise during the exam.

SKILLS

- Computing Literacy (Ms Office, Ms Word, Excel, Powerpoint)
- Analysing, Independence (Ability to work under pressure).
- Finance Banking knowledge.
- Business writing skills.
- Communication/Telephonic skills

REFERENCE

NEDBANK | TEAM LEADER (Michelle) | +27 84 369 0292
ROSEBANK COLLEGE | SENIOR OFFICER ASSESSOR (Tshego) | +27 79 079-5998

PERSONAL DETAILS

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Soshanguve, 0152
ALTERNATIVE CELLPHONE NUMBER: 0660173472
ETHNICITY: AFRICAN