



MATAMELA RAMBUDA

SUMMARY

I am a dedicated, organised and enthusiastic individual. My work is conducted with excellence and I have a clear, logical mind with a practical approach to problem solving

KNOWLEDGE

- Verbal and writing communication skills
- Problem solving
- Analytic abilities
- Human relation skills
- Time management

COMPUTER LITERACY

- Microsoft word
- Microsoft outlook

PERSONAL DETAILS

Address	15 Lincoln Ln , Khyber Rock WoodMead 2191
Mobile	068 073 2027 /0790366254
Email	rambudamtml@gmail.com
Date of Birth	22 April 1991
Gender	Female
Identity number	9104220978085
Nationality	South African
Home Language	Tshivenda
Languages	English, Tsonga, Sotho, and Zulu
Driver's License	code 10
Availability	Immediately

EDUCATION

MATRIC •2009 •KHWEVHA COMMERCIAL SCHOOL, LIMPOPO

DIPLOMA IN FINANCIAL ACCOUNTING •2011• TSHWANE NORTH COLLEGE

CERTIFICATE IN COMPUTERS•2013 • T&I COMPUTER TRAINING

EXPERIENCE

DEBT COLLECTOR •SHRIVES INCORPORATED •JUL 2016 TO APRIL 2020

- Contact customer through outbound/inbound phone calls and other means of communication to recover outstanding balance.
- Understand and demonstrate the principles of the company's vision and mission.



rambudamtml@gmail.com



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CV

MATAMELA RAMBUDA

- Microsoft Access
- Microsoft Excel
- Microsoft PowerPoint
- Internet and Email.
- Record and update account information to aid in account resolution
- Comply with financial policies and procedures as required.
- State and federal laws and regulations
- Perform various debt collector administrative duties

Reasons for leaving: laid off

REFERENCES

WESELA MADZIVHE

Co-worker shrives incorporated
0737780058

LUCKY MAPONYANE

Teacher
0615477578

KHARIJA TSHIFHIWA

Team leader
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