




SISANDA MOFOKENG


REMOTE BUSINESS SUPPORT


PERSONAL PROFILE

Extremely motivated to constantly develop my skills and grow professionally. I am confident in my ability to multi-task, manage time effectively and get things done independently.

CONTACT

 Kempton Park,
Ekurhuleni
Gauteng, SA

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CERTIFICATION

Grade 12
Credit Management 1 - 3
IT/Finance Call Centre
Telephone Etiquette
Credit Professional

MEMBERSHIP

ICM Membership

SKILLS

- Credit & Risk Management
- Debtors & Revenue Management
- Invoicing & Account Recons
- Web Design (with SEO improvement)
- Content Creation/Production
- Online, Email & Social Media Marketing
- Project Management
- Social Media Management.

WORK EXPERIENCE

Virtual Work Manager, Remote Business Support

OCT 2019 TO DATE

Nova Pioneer (Pty) Ltd, Revenue & Debtors Management

JUL 2018 - OCT 2019

Medhold Medical (Pty) Ltd, Senior Credit Controller

JAN 2015 - SEP 2017

Alpine Estate Agency, Debtors & Building Administrator

OCT 2014

Adcock Ingram Healthcare, Credit Controller

AUG 2008 - SEP 2014

IGT Africa, Credit Controller

JAN 2007 - AUG 2008

IEC Midvaal Municipality, Administrative Support

JAN 2006 - NOV 2006

Protech Training Vaal Triangle, Administrative Support

APR 2005 - DEC 2005