



MISHACK AUBREY

OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

EXPERIENCE

Mbunu secondary school

01/02/2023 - 30/04/2023

Educational Assistant (Mathematics)

- Preparing mark sheets, keeping records, capturing marks.
- Distribute question papers, worksheets, classwork books, marked scripts to learners.
- Assist the teacher with photocopying of question papers, worksheets etc.

Thswane university of Technology

15/03/2021 - 15/12/2021

Student mentor

- Establishes, with the mentee, the mentee's explicit goals and objectives for the relationship
- Provides frank, honest, and constructive feedback
- Recognizes and works through conflicts in caring ways, invites discussion on differences with the mentee, and arranges for a third party to assist, if necessary

CONTACT

@ mishackmaphosa2@gmail.com

079 128 5802/065 930 0049

Jv 377 Saulville ATTREDGVILLE
Pretoria 0125

SKILLS

Soft skills - Bulding teams -
Business Ethics - Coaching -
Emotional intelligence - Personal
development - Workplace relations -
Stress management -
Communication skills - Conflict
management - Deversity - Time
management

REFERENCE

Mrs KC Manaka - Thswane university of Technology

Res Manager
manakac@tut.ac.za
012 382 0711

Albert Zitha - Steve Thswete Local Municipality

Assistant Director: AFS & Assets
amzitha@gmail.com
013 247 7091

Mahlalela M.K - Mbunu secondary school

School Principal
mahlalelam.k@gmail.com.
079 042 7410

Nooi Kekane - Motus

Stock controller
nkekana@multifranchise.co.za
012 682 9900/ 071 288 9532

MOTUS GROUP PTY LTD

02/05/2023 -

Internship

Admin/debtor/Creditors Clerk

- Processing of Depreciation
- Allocating off Accounts
- Making fuel orders
- Verfying and maintaining fuel orders
- Making phone calls and requesting BBBEE Certificates
- Creditors reconciliation
- Pulling out purchase Ledger
- Cash posting
- Complying month end Journal
- Complying petty cash journal
- Petty Cash reconciliation

Stock controller

- Invoicing
- Sundry orders
- Converting a Vehicle from new to used
- Accepting & bringing then vehicle into Stock
- Pushing lines for Workshop
- Processing invoice
- Finding Stock number using VIN
- Stock take
- Stock take recon
- Capturing vehicle stock on system
- • Floorplan knowledge
- • Reconciliation of invoices between Manufacturer & Dealership
- • Reconciliation of reconditioning costs and value-added products
- • Invoicing of sold vehicles
- • Transfer of vehicles between departments
- • Processing orders against vehicles in stock
- • Costing of sublet orders
- • Licensing & registration administration
- • General Administration

Reception

- Answering and transferring phone calls
- Attendance register
- Switchboard
- Greeting visitors
- Managing security and telecommunications systems
- Handling queries and complaints via phone, email and general correspondence

- Transferring calls as necessary
- Taking and ensuring messages are passed to the appropriate staff member in time
- Managing meeting room availability
- Receiving, sorting, distributing and dispatching daily mail.
- Handling transcription, printing, photocopying and faxing
- Recording and maintaining office expenses
- Handling travel arrangements
- Coordinating internal and external events
- Managing office inventory such as stationery, equipment and furniture
- Overseeing office services like cleaners and maintenance service providers
- Assisting the HR team with recruitment, onboarding and termination processes
- Maintaining safety and hygiene standards of the reception area

Booking Clerk

- Service booking
- Sundry bookings
- Opening job card
- Customers interactions
- Follow up calls
- Quotation
- Getting Authorization
- Communicate with customer via email, SMS and telephonically.
- Follow up with customers and sending reminders.
- Capturing information on the Autoline system.
- Knowledge and experience loading workshop hours.
- Providing feedback to Workshop Foreman, Service Manager and Service Advisors.
- Check on Motorplan CIA system for service history, warranty expiration.
- Make bookings
- Ensure that clients personal and vehicle details are captured correctly.
- Manage service diary.
- Cross departmental disciplines.
- Follow up and book AVO's.
- Follow up and book Campaigns.
- Stand in for service advisors when on leave or off sick.



Thswane university of Technology

2022

National diploma in Accounting
NQF 6

Thswane university of Technology

2021

National higher certificate in ACCOUNTANCY
NQF 5

Steenbok high secondary school

2018

Matric certificate
NQF 4



COMPUTER SKILLS

Microsoft Excel

Microsoft Outlook

Introduction to computer

Pastel Evolution

Sage 50c pastel partner (Intermediate)

Sage 50c pastel partner (Advanced)

Palladium (Basic)

Power point

Ms project

Web Expression