

CURRICULUM VITAE

RAPULA MOSASANE



PROFILE

Full Name : Rapula
Surname : Mosasane
Id No : 951019 5503 080
Gender : Male
Language : English, Setswana
Criminal Record : None

Driver Licence : Code C1/ Code 10

CONTACT



1850 Ikageng Crescent
Etwatwa Ext 12
Daveyton
1519



078 479 2330 / 083 500 8540



Rapula108@gmail.com

EDUCATION

Tlhaole High School

Grade 12 Completed

Subjects Done

- Setswana
- English
- Mathematical Literacy
- Life Orientation
- Computer Application Technology
- Business Studies
- Accounting

TERTIARY 1

Damelin Business College

Course: ICB Diploma Office Administration & Management
Completed : 2017

Junior Office Administrator (NQF L5 SAQA ID:23619)

- :-Business and Office Admin 1
- :-Office Communication/Business Literacy
- :-Bookkeeping
- :-Marketing and Public Relations
- :-Cost and Management Accounting
- :-Business Law

Modules Done(N5)

Senior Office Administrator (NQF L5 SAQA: 23619)

- : Business and Office Administration 2
- : Human Resources Management and Relations Labour
- : Economics

Modules Done(N6)

Office Manager (NQF L6 SAQA: 35958)

- : Business and Office Administration 3
- : Financial Statements
- : Financial Statements

References

DAMELIN BENONI CITY CAMPUS

Tel: 011 749 2000

TLHAOLE HIGH SCHOOL

018 365 1304

MSC BUSINESS COLLEGE

References Company

AERO - LINK
087 150 1900

Work Experience

Company : Aero-Link
Position : Accounts Clerk
Duration : 11 July 2018 – Present

TERTIARY 2

MSC Business College

End User Computing (IT) (Oncourse)

: Business Calculations
: Computer Proficiency
: Internet and Email 2016
: IT concepts
: Ms Access 2016
: Ms Excel 2016
: Ms Word 2016
: Communication for Business

DUTIES

- Collect documentation from relevant role-players necessary to perform duties (i.e. Flight report and waybills)
- Processing invoices and credit notes on pastel for all import and Export flights
- Entering data captured on pastel invoice in Cargospot System
- Assisting walk in Clients
- Provide assistances and support to clients telephonically and on mails
- Receiving cash and processing COD invoices for once off customers
- Handling petty cash and reconciling petty cash journal
- Print Bi-monthly statements off the system ensuring all invoices have pulled through and forward to clients timeously
- Prepare airline monthly sales reports
- Compile import collect charge Reports
- Updating monthly rate sheet using IATA FOR ROE
- Ensure that all adhoc & contract rates are taken into account when billing
- Scanning of all documents onto system
- Ensure all filling is done once billing is closed off