





Rirhandzu Sharon Khosa

Personal details

-  Rirhandzu Sharon Khosa
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Skills

- MS Word
- Excel
- Outlook
- Excellent communication and interpersonal skills
- Financial administration and reporting
- Customer service and client support
- Invoice processing and reconciliation
- Problem-solving and time management
- Teamwork and adaptability
- Attention to detail and accuracy

Profile

A hardworking and reliable individual with hands-on experience in both customer service and financial administration. I have developed strong communication, analytical and organizational skills through my time working as a Call Centre Agent and Finance Intern. I take pride in my professionalism, attention to detail and ability to work well under pressure while maintaining a positive attitude. I am eager to continue growing my career within a reputable organization.

Education

- N6 Financial Management** 2022
Ekurhuleni West TVET College
 - Courses included Cost and Management, Financial Accounting, Entrepreneurship and Businesses Management, and Computerized Financial Systems
- National Senior Certificate (Matric)** 2020
Phumulani Secondary School
 - Subjects were English FAL, IsiZulu HL, Accounting, Economics, Business Studies, Mathematics and LO.

Employment

- Finance Intern (In-Service Training)** Jan 2024 - Jun 2025
Bidvest Prestige Cleaning, Johannesburg
 - Assisted in preparing and reconciling financial records and transactions.
 - Processed invoices, payment requests and purchase orders.
 - Supported payroll preparation and employee documentation.
 - Maintained organized filing systems for financial documentation.
 - Collaborated with the finance team to meet reporting deadlines.
- Call Centre Agent** Jan 2023 - Dec 2023
iTalk Call Centre, Randburg
 - Handled high volumes of incoming and outgoing customer calls in a professional manner.
 - Provided accurate information regarding company products and promotions.
 - Resolved customer queries and ensured high levels of satisfaction.
 - Maintained accurate call records and supported team targets.
 - Worked effectively with colleagues to improve customer experience.