

Prudence Candice Zozi

📍 Midrand, Johannesburg

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ID: 9201020046087

Background in : Accounts & General Administration/Accounts Administration& Debt
Collection

🎯 Career Objective

Resourceful and dedicated professional with a strong background in Business Administration, Accounts Administration, and Debt Collection. Highly organized and solutions-driven, with a focus on being detail oriented, organising tasks from start to finish, team collaboration, and effective problem-solving. Seeking a role where I can contribute to operational efficiency and help improve business processes.

👤 About Me

- Self-motivated and proactive
 - Trustworthy, adaptable, and ethical
 - Fast learner and detail-oriented
 - Strong interpersonal and communication skills
 - Goal-driven and natural problem solver
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🎓 Education & Training

- Business Administration Certificate
 - Matric Certificate (2009)
 - Driver's Licence: Code 08 (7+ years of driving experience)
 - Currently in the process of completing coding and or Java Development studies
 - Software experience: Microsoft
Word,Excel,Powerpoint,Outlook,Sharepoint,Dashboard Canva,Pastel,Sage
Evolution,Sitelink,Magnum,Ski.
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Technical Skills

Languages: English, isiZulu, Afrikaans

Work Experience

Rent-A-Store

Sales Administration Roamer

October 2023 – May 2025

- Managed incoming sales queries and quotes for 5 branches
 - Assisted with customer site viewings and lease administration
 - Captured and verified leases on SiteLink
 - Processed card payments, updated banking details
 - Handled filing (physical & digital), email queries, and unit reservations
 - Scheduled customer move-outs and managed existing tenant accounts
 - Assisted walk-in clients and processed merchandise sales
 - Debt collection, data capturing, and stock taking.
 - Loading payments
 - Provided admin support during branch manager leave
 - Maintained Excel tracking for sales and debtor stats for intercompanies.
 - Converting leads to sales telephonically, data capturing leases and filing.
 - Resolving account queries telephonically and on email.
 - Preparing transport schedules.
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Lightstone Auto

Accounts Clerk & Debtors Controller

April 2018– February 2020

- Collected DSO 90–180-day accounts for intercompanies
- Sent invoices and statements, including intercompanies.
- Allocated payments and loaded debit orders on EFTS.
- Updated age analysis reports for finance meetings
- Handled supplier invoices and submitted payment requisitions
- Followed up payment via phone and email
- Captured customer data and maintained vendor records

- Debt conversions from cash payment to debit order.

Lightstone Property

Receptionist (Business Administration Learnership)

September 2017 – April 2018

- Managed boardroom bookings and scheduling appointments
- Filing and archiving documents
- Answering and transferring calls
- Receiving orders printing, scanning, and general administration for Lightstone Auto division.

Gap Year (2016–2017)

Driving lessons and upskilling

Allife [Contract Work]

Data Capturer

September 2015 – December 2015

- Captured and verified policy documents
- Sent leads to QAC department

Duramaid

Receptionist

April 2014 – September 2014

- Managed front desk and welcomed customers
- Handled stock dispatch, petty cash, and walk-in sales
- Performed debt collection and invoicing and data capturing
- Debt collection
- Capturing supplier invoices
- Stock Receiving against supplier invsupplier

- Stock taking.
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Smart Frames

Accounts Administrator

March 2011 – March 2014

- Handled full reception duties and facilitating customer communication.
 - Designed and edited artwork for frames on quotes
 - Created invoices, statements, credit notes, purchase orders , proforma invoices and quotes.
 - Managed stock, deliveries, and cashbook
 - Captured supplier invoices
 - Received stock against Purchase order and supplier invoice
 - Stock taking
 - Performed weekend retail sales in the art gallery.
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References:

- **Lightstone Auto** for Accounts Clerk: Samantha Viviers(Manager)
Cell:083 793 5535
- **Lightstone Property** for Receptionist: Sylvia Brown (Manager)
Cell: 076 145 7686
- **Duramaid:** Yvonne Cooper (Manager)
Tel: 011 975 4759
- **Smartframes:** Jacques Erasmus (Manager)
Cell: 082 941 4151
- **Rent A Store** (Sales Manager)
Rochelle Cell: 0834734390(Whatsapp)
Alternative contact : Anthea Du Toit(HR At Rent A Store)
- Cell: 0617568433