

# TSHEPISO JAABOSIGO

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## CAREER OBJECTIVE

Motivated and detail-oriented graduate pursuing a Bachelor of Commerce in Transport and Logistics Management. Eager to begin a career in logistics where I can apply my academic training and practical experience in billing, administration, and customer service. Committed to learning fast, supporting logistics operations, and contributing to efficient supply chain processes.

## KEY SKILLS

- Logistics & Transport Theory (Academic)
- Invoice Processing & Billing
- Microsoft Office Suite (Word, Excel, Outlook)
- Customer Support & Communication
- Time Management & Prioritization
- Data Handling & Recordkeeping
- Team Collaboration
- Analytical Thinking
- Problem Solving

## EDUCATION

Bachelor of Commerce in Transport and Logistics Management  
University of South Africa (UNISA), Pretoria

Higher Certificate in Economics and Management Sciences  
University of South Africa (UNISA), Pretoria

Higher Certificate in Banking

Milpark Business School, Johannesburg

Matric (Grade 12)

Lenz Public School, Lenasia

## **RELEVANT EXPERIENCE**

### **Billing Administrator / Credit Controller**

**JOSHCO – Johannesburg**

**Oct 2022 – Sep 2024**

- Generated accurate rent invoices aligned with tenant agreements.
- Monitored account payments and followed up on outstanding balances.
- Collaborated with teams to reconcile records and improve financial accuracy.
- Gained insight into administrative workflows relevant to supply chain and logistics.

### **Field Operations Officer**

**Statistics South Africa – Johannesburg**

**Dec 2021 – Apr 2022**

- Coordinated logistics for data collection in the field.
- Managed reporting and compliance with standard operating procedures.
- Engaged with community stakeholders to support operations.
- Trained new hires and tracked team performance.

### **Customer Service Representative**

**Rain – Johannesburg**

**Aug 2021 – Nov 2021**

- Managed customer queries and account updates under pressure.
- Resolved product and account-related queries.
- Maintained professionalism and improved customer satisfaction.

### **Customer Service Clerk / Treasury Custodian**

**ABSA – Soweto**

**Feb 2017 – May 2020**

- Processed customer transactions and maintained records.
- Delivered efficient front-office service to clients.

- Developed experience in data handling, reporting, and process accuracy.

## REFERENCES

Sthembele Phakade – Manager, JOSHCO

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Kgomotso Xaba – Branch Administrator, ABSA

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