



# Neliswa Mtshali

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I hold a Higher Certificate in Accounting Science from the University of South Africa, which i graduated with in 2016. I am currently a Final-Year student at the Durban University of Technology, doing a National Diploma in Cost and Management Accounting. I major in Financial Accounting, Management Accounting and Taxation.

In my time at the Durban University of Technology, i volunteered as the Chairperson of the Residence House Committee. As a chairperson, i was responsible for the well being of the students. I had to lead the Committee in making sure that the needs of students are met, which awarded me Leardership, Teamwork and great Communication skills. I also volunteered as a literacy tutor for the Residence Literacy Society at the Center for Excellence in Learning and Teaching. I learned the skill of time management and being able to work under pressure.

Preferred occupation	<b>Banking</b>
	Finance jobs
	<b>Telemarketers</b>
	Sales jobs
	<b>Agents</b>
	Sales jobs
	<b>Secretaries</b>
	Administrative jobs
Preferred work location	<b>Receptionist</b>
	Administrative jobs
	<b>Front Desk Agent</b>
	Administrative jobs
	<b>Personal assistant</b>
	Administrative jobs
	<b>Call Centre agent</b>
	Administrative jobs
Preferred work location	<b>Durban City</b>
	KwaZulu-Natal

## Contacts and general information about me

Day of birth	1996-05-31 (27 years old)
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Gender	Female
Residential location	Durban City KwaZulu-Natal
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

### Education

Educational period	<b>nuo 2010.01 iki 2014.11</b>
Degree	Grade 12 / Matric
Educational institution	Estcourt Secondary School
Educational qualification	Matric
I could work	General jobs
Educational period	<b>nuo 2015.06 iki 2016.12</b>
Degree	Certificate
Educational institution	University of South Africa
Educational qualification	Higher Certificate in Accounting Science
I could work	Administrative jobs, finance jobs, sales jobs
Educational period	<b>nuo 2017.02 iki 2021.12</b>
Degree	Diploma
Educational institution	Durban University of Technology
Educational qualification	National Diploma in Cost and Management Accounting
I could work	Administrative jobs, finance jobs, Sales jobs

### Languages

Language	Speaking level	Understanding level	Writing level
isiZulu	fluent	fluent	fluent
English	fluent	fluent	fluent
isiXhosa	very good	very good	basic

### Computer knowledge

Microsoft Teams  
Microsoft Office  
Microsoft Excel  
Microsoft Notes  
Microsoft Word  
Microsoft Outlook  
Zoom

### Recommendations

Contact person	Mr T Shabangu
Occupation	Lecture
Company	Denver Technical College
Telephone number	061 419 9849/ 012 320 4338
Contact person	Mr A.S Masuku
Occupation	President of Central Housing Committee
Company	Durban University of Technology
Telephone number	073 709 9877

### Additional information

Your hobbies	Cooking Baking Aerobics Reading
Driver licenses	None
Salary you wish	4000 R per month