



Lindokuhle Ndaba

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Finance clerk / Stock or Administration Clerk / Supply chain management Clerk / Other finance related

Preferred occupation Finance officer
Finance jobs

Store person
Retail, store jobs

Preferred work location Drakensberg
KwaZulu-Natal

Johannesburg
Gauteng

Durban City
KwaZulu-Natal

Midlands
KwaZulu-Natal

Ladysmith
KwaZulu-Natal

Pietermaritzburg
KwaZulu-Natal

Contacts and general information about me

Day of birth 1993-07-21 (30 years old)

Gender Male

Residential location Drakensberg
KwaZulu-Natal

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2019.09 iki 2022.01**

Company name Karan Beef (Pty) Ltd

You were working at: Finance officer

Occupation Stock / Admin Clerk

What you did at this job position? Stock preparing and stock taking; Invoice receiving; Processing & checking of processed credit and re-invoices; Follow up on outstanding customer claims; Checking of delivery related documentation including delivery notes; Checking of POD's from the preloads trip logs; stock adjustments & reconciliation; Checking of internal transfers; Daily stock corrections & reporting to management; Processing of internal stock requisitions; Daily cash up checking; Implementing & maintaining controls; Assist in invoicing; Follow up on outstanding / unsigned POD's; Checking of delivery notes, and Ad hoc duties as supervised.

Working period **nuo 2018.05 iki 2019.08**

Company name Karan Beef (Pty) Ltd

You were working at: Finance officer

Occupation Invoicing clerk

What you did at this job position? Invoicing; internal transfers; balancing off vehicles; internal stock transfers; processing of credits, preparing reports (Excel and other), Implementing & maintaining of controls, Invoice receiving & purchases invoices / order processing; Checking of goods return vouchers; Processing of Delivery notes, and other ad hoc duties as supervised

Working period **nuo 2016.10 iki 2017.03**

Company name Emmaus District Hospital

You were working at: Finance officer

Occupation Finance service officer (Budget & Expenditure)

What you did at this job position? Compile ledger accounts, payments and journals, Capturing of journals, receipts, debts and payments, Clearing and reconciliation of suspense acc., payment verification, Compiling of accruals and submit to Finance Manager. Finance record keeping

Working period **nuo 2016.04 iki 2016.09**

Company name Emmaus District Hospital

You were working at: Store person

Occupation Supply Chain Management Clerk (Stores)

What you did at this job position? Stock taking, assist in market researching and drafting of specifications, advertisements on state tender bulletin, compiling of quotations and submit to BEC and BAC committees for awarding

Education

Educational period **nuo 2013.01 iki 2017.11**
 Degree Diploma
 Educational institution Mnambithi TVET Collage
 Educational qualification National N Diploma in Financial Management
 I could work In all finance Dept. (Stores, Budget &Exp. or Revenue Dept.'s.)
 Stock control clerk / Stock controller / Admin clerk / Invoicing clerk

Educational period **nuo 2007.01 iki 2011.12**
 Degree Grade 12 / Matric
 Educational institution Mavumbuka High school
 Educational qualification National Senior Certificate
 I could work In all finance Dept. (Stores, Budget &Exp. or Revenue Dept.'s.)
 Stock control clerk / Stock controller / Admin clerk / Invoicing clerk

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	fluent	very good

Computer knowledge

Windows :
 Microsoft Office:
 Adobe; PDF;
 Ms. Word
 Ms. Excel
 Ms. Outlook
 Basic Accounting system
 Navision
 Business Central
 Meat plant retail system

Conferences, seminars

Comprised financial systems (As part of the qualification's modules)

Certificate of Attendance for Excel Level 1 & Level 2

Recommendations

Contact person	V.P Mbele
Occupation	Assistant accountant
Company	Karan Beef (Pty) Ltd
Telephone number	011 995 5006
Email address	vumanim@karanbeef.com

Contact person	S.W Mfuphi
Occupation	Finance Manager
Company	Emmaus District Hospital
Telephone number	036 488 8218
Email address	wisemanmfuphi@kznhealth.co.za

Additional information

Your hobbies	Guitarist and Researching on market economy
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2020-06-00 (3 years)
Salary you wish	15000 R per month
How much do you earn now	10000 R per month