



Sbongiseni Cebokazi Goqwana

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Good day Sir/Madam

I am hereby, with the interest in applying for any position that I can fit in your organization. I have obtained my National Financial Management Diploma at Buffalo City College in 2019 which I was majoring accounting principles and computerized financial systems, included pastel. I also have obtained a Computer Literacy certificate at Silulo Ulutho Technologies in June 2021. I have achieved Logis and Persal certificate and BAS(Basic Accounting systems certificate) which I obtained at Eastern Cape Office of the Premier in 2021.

I am a self motivated young female, very ambitious, active person, attentive to detail and with strong work ethics. As a friendly individual, I work well with internal and external stakeholders. I am seeking employment for a challenging and rewarding opportunity.

Preferable administrative jobs are:

1. Financial Management administration
2. Administration clerk
3. State accountant
4. General work

I am willing to relocate and your consideration will be very much appreciated.

Thank you

Kind Regards,

Ms SC GOQWANA

(0792617540)

Preferred occupation

Administrative jobs

Preferred work location

Port Elizabeth

Eastern Cape

Pretoria / Tshwane
Gauteng

East Rand
Gauteng

Cape Town
Western Cape

Contacts and general information about me

Day of birth	1994-06-26 (31 years old)
Gender	Female
Residential location	East London Eastern Cape
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiXhosa	fluent	fluent	fluent
Afrikaans	basic	basic	basic

Computer knowledge

1. Microsoft office
2. E views
3. Emails
4. Adobe

Conferences, seminars

1. Basic Accounting Systems
2. Persal system
3. Logis system
4. Computer Literacy

Additional information

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2020-03-00 (5 years)
Salary you wish	R 18 000.00 R per month
How much do you earn now	R 0.00 R per month