



Bonakele Mkhize

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for a job where I'll gain more experience and keep on learning and growing in the financing and administration department mostly as i already have a 1 year experience working as a Tally Clerk and Site Administrative Clerk Assistant at Rumdel Construction Cape. I'm ambitious self-driven, can take initiative and work without supervision, keen eye to small details. I am dedicated and willing to work under any pressure I'm offered to work under and have experience working with people as a team and as an individual. I'm interested in learning and growing in the environment mostly Finance environment. I'm a fast learner, respectful, accountable, reliable, not afraid of challenge knows importance of confidentiality

Preferred occupation

Finance officer
Finance jobs

Administrators
Administrative jobs

Personal assistant
Administrative jobs

Sales administartor
Sales jobs

Preferred work location

Johannesburg
Gauteng

Durban City
KwaZulu-Natal

Midlands
KwaZulu-Natal

Polokwane / Pietersburg
Limpopo

Mbombela / Nelspruit
Mpumalanga

Alexander Bay
Northern Cape

Rustenburg
North West

Magaliesburg
North West

Cape Town
Western Cape

Bloemfontein
Free State

Port Elizabeth
Eastern Cape

Contacts and general information about me

Day of birth	1998-02-10 (26 years old)
Gender	Female
Residential location	Midlands KwaZulu-Natal
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

Work experience

Working period	nuo 2021.10 iki 2022.10
Company name	Rumdel Construction Cape
You were working at:	Administrators
Occupation	Tally Clerk and Site Administrative Clerk Assistant
What you did at this job position?	Preparing timecards and processing wages of general workers, preparing invoices for suppliers, preparing monthly M-Sheet, photocopying, filing, binding documents, managing new contracts for employments.

Education

Educational period	nuo 2011.01 iki 2015.11
Degree	Grade 12 / Matric
Educational institution	UNobhala High School
Educational qualification	Matric certificate
I could work	As a leader or with a team
Educational period	nuo 2016.02 iki 2020.12
Degree	Diploma
Educational institution	Durban University of Technology
Educational qualification	National Diploma in Accounting
I could work	As in any environment I'm put in i mostly like to work with numbers

Languages

Language	Speaking level	Understanding level	Writing level
isiZulu	fluent	fluent	fluent

English

very good

fluent

fluent

Computer knowledge

Microsoft Outlook, Excel, Word, PowerPoint, Adobe Acrobat, Internet and MS Teams.

Recommendations

Contact person	Yamkela Ndzuzo
Occupation	Site Administrative Clerk
Company	Rumdel Construction Cape
Telephone number	073 091 2930
Email address	yamkelandzuzo@gmail.com

Contact person	Chris Pienaar
Occupation	Foreman
Company	Rumdel Construction Cape
Telephone number	082 458 7943

Additional information

Your hobbies	Read especially accounting and Playing Soccer.
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2021-12-00 (2 years)
Salary you wish	15000 R per month
How much do you earn now	8500 R per month