



# 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 (27 years old)
Gender	Female
Residential location	Midlands 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>

### Work experience

Working period	<b>nuo 2021.10 iki 2022.10</b>
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	<b>nuo 2011.01 iki 2015.11</b>
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	<b>nuo 2016.02 iki 2020.12</b>
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 (4 years)
Salary you wish	15000 R per month
How much do you earn now	8500 R per month