



# Mathulane Sekoati

Curriculum Vitae (CV)

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

I look forward to hold the following positions:

Accountant

Administrative clerk

Data clerk

Or cashier

I have experience in several accounting softwares being Xero, pastel, sage one and dext prepare

I also have experience in point of sale system.Humble software

I am an effective communicator

I pay close attention to details

## Contacts and general information about me

Day of birth	1999-02-13 (26 years old)
Gender	Female
Residential location	North West
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 2022.04 iki 2022.10</b>
Company name	Thatsane paint Centre (prominent Paint)
Occupation	Junior Accountant
What you did at this job position?	Preparing tax reconciliations , cashiering,petty cash management, preparing management accounts

## Education

Educational institution	Centre for Accounting Studies (ACCA)
Educational qualification	General Accounting
I could work	I could work as an accountant, finance manager/officer, receivable controller

**Languages**

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

**Computer knowledge**

Microsoft office -power point, excel,and word

Microsoft outlook

Teams

**Conferences, seminars**

Leaders in training seminar at Help Lesotho Co.

Acquired effective communication skills ,

Leadership skills

Team building skills

And self awareness

**Recommendations**

Contact person	Mr Letsema Pitso
Occupation	Lecturer
Company	Centre for Accounting Studies
Telephone number	+266 6204 9166
Email address	ltsmpts@gmail.com

**Additional information**

Your hobbies	Chess, foot ball
Driver licenses	None
Salary you wish	8000 R per month
How much do you earn now	3000 R per month