



# Ayaduma Xaba

Curriculum Vitae (CV)

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

I am a highly motivated and hardworking young individual seeking for a responsible role in a reputable organization, with limitless interest to offer my services and utilize my skills, bringing along my strong sense of dedication and diligent efforts while learn new skills and expanding my knowledge. I am eager to contribute towards the company productively and also ensure that all tasks to which I'm assigned to enhance at all levels.

I have knowledge of Pastel accounting and Payroll system along with using spreadsheets. I also hold a computer literacy certificate which makes me capable of working with Computer.

- Loyal and Honest
- Responsible and Competent
- Able to handle work under pressure in a fast paced environment and meet deadlines with relevant ease.
- Able to work independently as well as in a diverse team.
- Prepared to work extended hours, shifts, weekends and holidays..

Preferred occupation                      Finance officer  
Finance jobs

Preferred work location                      Durban City  
KwaZulu-Natal

## Contacts and general information about me

Day of birth	1999-02-13 (25 years old)
Gender	Female
Residential location	Durban City 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 2019.12 iki 2020.03</b>
Company name	Fashion World
You were working at:	Shop assistants
Occupation	General Assistant
What you did at this job position?	General Duties

### Education

Educational period	<b>nuo 2021.07 iki 2022.12</b>
Degree	Certificate
Educational institution	King Sabata Dalindyebo TVET College
Educational qualification	Financial Management
I could work	Finance Department

  

Educational period	<b>nuo 2021.03 iki 2021.08</b>
Degree	Certificate
Educational institution	Silulo Ulutho Technologies
Educational qualification	Computer Literacy
I could work	Office Work

### Languages

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

### Conferences, seminars

I enrolled for Computer Literacy short course which makes me capable of working in the office/Admin.

I can type faster, filling, work with Microsoft package, faxing, email communication and use of office equipment.

### Recommendations

Contact person	Mr A Dubase
Occupation	Senior Lecture
Company	King Sabata Dalindyebo TVET College
Telephone number	047 577 8904
Email address	dubase@yahoo.com

Contact person	Ms Z Ginya
Occupation	Team leader
Company	Fashion World
Telephone number	+27639590217
Email address	ziphoginya96@gmail.com

#### Additional information

Your hobbies	Reading English Novels Traveling and exploring
Driver licenses	None
Salary you wish	6000 R per month
How much do you earn now	350 R per month