



# Onezwa Memani

Curriculum Vitae (CV)

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

I'm looking for any kind of a job so that I can advance my career, experience in a position that allows me to grow as a person and employee.. I'm a hard worker, passionate, consistent and disciplined. I am able to work under pressure. Able to work individually and also as a team.

Preferred occupation Procurement officer  
Finance jobs

Preferred work location Secunda  
Mpumalanga

## Contacts and general information about me

Day of birth 1997-03-14 (28 years old)

Gender Female

Residential location Secunda  
Mpumalanga

Telephone number *Information is available only for registered users.*  
[Sign in](#)

Email address *Information is available only for registered users.*  
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## Work experience

Working period **nuo 2020.01 iki 2021.11**

Company name Ingwe TVET College

You were working at: Procurement officer

Occupation Finance intern

What you did at this job position? Receiving invoices and statements from suppliers. Capturing of invoices in to the accounting system. Adding supplier in to the system. Assist in preparing RFQs adverts

## Education

Educational period **nuo 2016.02 iki 2017.12**

Degree Diploma

Educational institution Ingwe TVET Collegel

Educational qualification Financial Management

I could work As finance clerk and supply chain/procurement clerk

### Languages

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

### Computer knowledge

Microsoft word, Excel, accounting pastel, sage and pastel payroll HR

### Recommendations

Contact person	M Vunguvungu
Occupation	Supply chain manager
Company	Ingwe TVET College
Telephone number	0725946064

### Additional information

Your hobbies	Reading books Net ball player
Driver licenses	None
Salary you wish	3000 R per month
How much do you earn now	None R per month