



Ntombentsha Ntsinde

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for 4 things in my next job. A positive team to work in where everyone has a can-do attitude, a supportive manager who is prepared to listen to, and consider any ideas that I put forward. A diverse work environment where I can learn from other people, and number four, an inclusive company culture where there is equal opportunity for everyone."

Preferred occupation	Administrators
	Administrative jobs
	Filing clerk
	Administrative jobs
	Data capturers
	Administrative jobs
Preferred work location	Cape Town
	Western Cape

Contacts and general information about me

Day of birth	1994-11-27 (31 years old)
Gender	Female
Residential location	Cape Town
	Western Cape
Telephone number	Information is available only for registered users. Sign in
Email address	Information is available only for registered users. Sign in

Work experience

Working period	nuo 2015.11 iki 2017.04
Company name	Ntlantsana Accountants & Auditors
You were working at:	Bookkeeper
Occupation	Junior Bookkeeper
What you did at this job position?	Maintaining Bookkeeping records • Processing of Supplier Invoices using Pastel • Allocation and matching of supplier invoices and payments • Filing of customer and Supplier invoices • Copying & Filling information as required. • Data Capturing

Working period	nuo 2020.10 iki dabar
Company name	Jonkershuis Constantia
You were working at:	Administrators
Occupation	Junior Administrator
What you did at this job position?	Processing of Supplier Invoices using Pastel • Allocation and matching of supplier invoices and payments • Filing of customer and Supplier invoices • Stock taking • Daily preparation of cash drop bag • Data Capturing • Counting of Staff hours • Answering and transferring Calls

Education

Educational period	nuo 2015.01 iki 2017.05
Degree	Diploma
Educational institution	False Bay College
Educational qualification	Financial Management

Languages

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

Additional information

Driver licenses	None
Salary you wish	R8500 R per month
How much do you earn now	R6000 R per month