



# Nelisa Boqwana

Curriculum Vitae (CV)

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

I am Nelisa Boqwana and I completed Financial Management N6. I am eager to learn, I always strive to maintain Honesty and Integrity and I adapt fast to a new environment

I am looking for 6 months internship to acquire an experiential training opportunity so I can get my National N Diploma. I have 1 year experience as Finance intern

I am based in Cape Town , I am available immediately.

My CV is available upon request.

email:boqwananelisa@gmail.com

Preferred occupation	Finance officer Finance jobs
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Preferred work location	Cape Town Western Cape
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## Contacts and general information about me

Day of birth	1995-12-30 (29 years old)
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Gender	Female
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Residential location	Cape Town Western Cape
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Telephone number	Information is available only for registered users. <a href="#">Sign in</a>
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Email address	Information is available only for registered users. <a href="#">Sign in</a>
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## Work experience

Working period **nuo 2022.04 iki 2023.04**

Company name Department of Land Reform and Rural Development

You were working at: Finance officer

Occupation Finance Intern

What you did at this job position? download Financial Report on BAS, Salaries and payroll section  
 • Distribute pay slips together with payroll certificate according to their pay point • Open new files for new appointed official • Check, verify and authorize S&T Claims and Allowance on PERSAL • Capture all claims on PERSAL and BAS • Ensure S&T policy has been followed • Label and number files accordingly. Cancellation of insurance as per request on PERSAL • Create a spread sheet to keep record of all the payments • Capture all claims on PERSAL system within 3 days • Once transaction is approved and authorized, they should be registered on the spread sheet Payments section • Receiving and checking of invoices for correctness, verification and approval • Capture and scan payment reports, put paid stamp, scan stamp within 30 working days • Check, verify and authorizing LOGIS payments within 30 days • Check and verify supporting documents if the invoice amount order amount corresponds and complete reconciliation sheet for all partial payments • Compile Tax and Rates reconciliation • Send monthly payment report

Working period **nuo 2019.05 iki 2022.03**

Company name The Bean People

You were working at: Manufacturing jobs

Occupation Production Worker as Cutting Assistant

What you did at this job position? utting different shapes as required Using right size of foam to cut Record all the cutter shapes in a book Send all the cutter shape to Picking Department to be picked before it goes to the dyeing department Record all the work for the day in Production Board

### Education

Educational period **nuo 2007.01 iki 2018.06**

Degree Certificate

Educational institution False Bay Collge

Educational qualification Financial Management N6

I could work Finance clerk, Administration, Data Capture

### Languages

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

### Recommendations

Contact person	Jongikhaya Gucini
Occupation	Assistant Director
Company	Department of Agriculture Land Reform and Rural Development
Telephone number	0214090363

Contact person	Anthea savage
Occupation	Hr Personnel
Company	The Bean People
Telephone number	0217831118

#### **Additional information**

Driver licenses	None
Salary you wish	900 R per month
How much do you earn now	3975 R per month