



Nolusindiso Mxokozeli

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a hard worker willing to learn I believe in team work because work moves swiftly but I can work individually. Deadline driven and punctual, I believe in respect, transparency and honesty.

Preferred occupation	Finance officer Finance jobs
	Debtors clerk Finance jobs
	Administration Assistant Finance jobs
	Finance clerk Finance jobs
Preferred work location	Port Elizabeth Eastern Cape
	East London Eastern Cape
	Cape Town Western Cape

Contacts and general information about me

Day of birth	1994-07-16 (31 years old)
Gender	Female
Residential location	Port Elizabeth Eastern 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 2019.10 iki 2021.05**
 Company name Pep st
 You were working at: Cashiers
 Occupation General assistant
 What you did at this job position? Cashier, unpack stock, Replenish stock,stock taking, house keeping.

Working period **nuo 2021.05 iki 2022.10**
 Company name Livingstone Tertiary Hospital
 You were working at: Finance officer
 Occupation Finance Intern
 What you did at this job position? I was finance Intern, I was compiling creditor payments, capture invoices, confirm funds ,billing, follow on outstanding debts ,send legal letters.

Working period **nuo 2023.05 iki dabar**
 Company name Shatterprufe windscreens
 You were working at: Administrators
 Occupation Administration Assistant in finance
 What you did at this job position? Refresh morning reports ,Cost Impact, settlements ,PPV's,vendor recons,allocate payments, supplier recons ,ran numbers.

Education

Educational period **nuo 2015.01 iki 2016.07**
 Degree Diploma
 Educational institution Port Elizabeth Tvet College
 Educational qualification N Diploma Financial Management

Educational period **nuo 2008.01 iki 2013.12**
 Degree Grade 12 / Matric
 Educational institution Newell High school
 Educational qualification Matric

Languages

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

Computer knowledge

Intermediate I can use excel, vlookup,pivot table.

Recommendations

Contact person	Mrs P Ndlhovu
Occupation	Manager
Company	Livingstone Tertiary Hospital
Telephone number	0414052619
Email address	Placxedes.Ndhlovu@echealth.gov

Contact person	Mr W P Van Heerden
Occupation	Senior finance officer
Company	Livingstone Tertiary Hospital
Telephone number	0414052630

Contact person	Ms A Simanga
Occupation	Cost accountant
Company	Shatterprufe
Telephone number	0414053200/0652379547
Email address	asimanga@pg.co.za

Additional information

Your hobbies	Reading Listen to music Watch tv
Driver licenses	None
Salary you wish	15000 R per month
How much do you earn now	4700 R per month