

# **Neliswa Zeku Simelane**

## Curriculum Vitae (CV)

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

I am looking for a job where I will be pushed and challenged, where my skills and experience will be put in good use and where I can collaborate with other like-minded professional on projects that achieve positive things for our employer. We spend a lot of time at work, and I want that time to be put in good use for a company that wants to continually grow and be the best it can possibly be.

- \* I am flexible
- \* I am energetic and have positive attitude
- \* I have great deal experience
- \* I am team player and also can work work individually
- \* I am seeking to become an expert in my field
- \* I am highly motivated

Preferred occupation	<b>Data capturers</b> Administrative jobs
	<b>Bookkeeper</b> Administrative jobs
	<b>Administrators</b> Administrative jobs
	<b>Call Centre agent</b> Administrative jobs
	<b>Debtors clerk</b> Administrative jobs
	<b>Receptionist</b> Administrative jobs
	<b>Filing clerk</b> Administrative jobs
	<b>Personal assistant</b> Administrative jobs
Preferred work location	<b>Pretoria / Tshwane</b> Gauteng
	<b>Other Mpumalanga</b> Mpumalanga
	<b>Durban City</b> KwaZulu-Natal

Johannesburg  
Gauteng

East Rand  
Gauteng

West Rand  
Gauteng

Sedibeng  
Gauteng

## Contacts and general information about me

Day of birth	2000-12-29 (25 years old)
Gender	Female
Residential location	Witbank Mpumalanga
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 2022.02 iki dabar</b>
Company name	Amaris engineering pty ltd
You were working at:	Engineers
Occupation	Administrator
What you did at this job position?	Manage data spreadsheet and report, keep records and report up to date, organize and schedule meetings and events, handle technical issues in their area of expertise, carry out clerical duties including answering phones and preparing document, process and submit payroll, process and file invoice and quotations, follow up payments with our debtors,
Working period	<b>nuo 2020.11 iki 2020.12</b>
Company name	Mr Price Group
You were working at:	Sales person
Occupation	Sales Assistant
What you did at this job position?	Assisting customers and make sure their shopping experience is enjoyable, provide high class customer service and to increase companies growth and revenue through sales maximization, reselling , restocking, filling documents, merchandiser and teller

Working period	<b>nuo 2019.01 iki 2019.12</b>
Company name	Assets Capital and Loans
You were working at:	Finance officer
Occupation	Loan Administrator
What you did at this job position?	initiate and prepare loan documentation packages including completion of loan documentation checklist and verification of approval authority for submission to the CLC.

### **Education**

Educational period	<b>nuo 2020.02 iki 2021.11</b>
Degree	Certificate
Educational institution	Central Johannesburg tvet college
Educational qualification	N4-N6 in Financial management

### **Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	very good	fluent	fluent
isiZulu	fluent	fluent	fluent
SiSwati	very good	fluent	good

### **Computer knowledge**

Strong knowledge of core computer  
proficient with Microsoft office, word, outlook, data entry skills and sage pastel 50c and payroll.

### **Recommendations**

Contact person	Sybill Mdala
Occupation	Accounts clerk
Company	Amaris Engineering pty ltd
Telephone number	013 492 2267

### **Additional information**

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2020-07-00 (5 years)
Salary you wish	15000 R per month
How much do you earn now	9000 R per month