



# Wandile Mbhongozi

Curriculum Vitae (CV)

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

I have a National Diploma in Business Management and 6 years working experience. I worked as a Receptionist,Accounts Admin, Wage Clerk/Payroll and HR.

Some of the duties I have been doing: Answering landline, taking notes,doing customer quotations,invoices,fleet controller,bank reconciliation,Petty Cash,Writing minutes, HR, Payroll/Wages, Finance Management reports overall office Administration. I have used 4 systems, that is; Sage Pastel Accounting, Xero, Simply pay and Plan Ahead Payroll.

I am a hardworking person, who is always willing to learn more and grow .

|                         |                     |
|-------------------------|---------------------|
| Preferred occupation    | Debtors clerk       |
|                         | Administrative jobs |
|                         | Cashiers            |
| Preferred work location | Retail, store jobs  |
|                         | Debtors clerk       |
|                         | Finance jobs        |
| Preferred work location | Soweto              |
|                         | Gauteng             |

## Contacts and general information about me

|                      |  |
|----------------------|--|
| Day of birth         | 1991-01-29 (33 years old)  |
| Gender               | Male   |
| Residential location | Soweto   |
|                      | Gauteng  |
| Telephone number     | Information is available only for registered users.<br><a href="#">Sign in</a> |
| Email address        | Information is available only for registered users.<br><a href="#">Sign in</a> |

## Work experience

|                                    |                                  |
|------------------------------------|----------------------------------|
| Working period                     | <b>nuo 2016.04 iki 2017.01</b>   |
| Company name                       | Mahlubi Transport and plant hire |
| Occupation                         | Inservice training               |
| What you did at this job position? | Internship                       |

Working period **nuo 2017.01 iki 2019.10**  
 Company name B&B Transport a  
 Occupation Admin clerk

Working period **nuo 2019.11 iki 2022.08**  
 Company name New forestry solutions

### Education

Educational period **nuo 2014.07 iki 2017.07**  
 Degree Diploma  
 Educational institution Esayidi tvet collage  
 Educational qualification Diploma in Business Management  
 I could work Yes

### Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| isiZulu  | fluent         |                     | fluent        |

### Computer knowledge

Microsoft office

### Additional information

Salary you wish 10 000 R per month  
 How much do you earn now 5000 R per month