



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 (34 years old)
Gender	Male
Residential location	Soweto
	Gauteng
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 2016.04 iki 2017.01
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