



Mafika Zakaria Nhlapo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for a finance or office administration role where I can use my N6 in Financial Management and my experience with bookkeeping, payroll, and accounting software to add value to the company and grow professionally and I'm reliable, good with numbers, and I pay close attention to detail. I'm quick to learn new systems, work well both independently and in a team, and I'm committed to meeting deadlines without compromising quality.

Preferred occupation	Finance officer
	Finance jobs
	Financial advisor
	Finance jobs
Preferred work location	Bethlehem
	Free State
	Bloemfontein
	Free State

Contacts and general information about me

Day of birth	1998-12-28 (26 years old)
Gender	Male
Residential location	Bethlehem
	Free State
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 2023 iki dabar
----------------	--------------------

Education

Educational period	nuo 2022.06 iki 2023.12
Degree	Certificate
Educational institution	Maluti Tvet College
Educational qualification	Financial Management
I could work	Finance sector and administration

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
isiZulu	very good	very good	basic
Sesotho	fluent	fluent	fluent
Afrikaans	basic	good	basic

Computer knowledge

I have strong computer skills, including proficiency in Pastel Sage, payroll software, and Microsoft Office (Word, Excel, PowerPoint, Outlook). I am confident in working with computerized financial systems, capturing and analysing data, preparing reports, and using spreadsheets for budgeting and reconciliations."

Conferences, seminars

I have not attended formal conferences yet, but I have participated in several training workshops related to financial systems, Microsoft Excel, and business management during my in-service training with my N6 qualification.

Recommendations

Contact person	Mkhumbeni Z
Occupation	Computerised Financial Systems
Company	Maluti Tvet College
Telephone number	+27 78 632 6678

Additional information

Your hobbies	I enjoy reading about personal finance and business trends, improving my computer skills, and attending career development workshops. I also enjoy community activities and volunteering, as they help me build teamwork and communication skills.
Driver licenses	None
Salary you wish	R5000 R per month
How much do you earn now	R8000 R per month