



# Siphelele Nkweba

Curriculum Vitae (CV)

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

After matric in 2011 I took a two years gap year not that I planned for it to be that long or there were any plans for it but because I didn't meet the AP score at UJ in accounting faculty and at that time I had no information about colleges regarding fees I had to be at home, during my gap years I volunteered in township project census for a month I then accepted my first full time role at emakhekheni bakery I spent a year and half there as baker. In 2014 I decided to go back to school and continue with my studies at EWC germiston campus and I got my N6 in Financial Management in June 2015. After a while looking for a job I got it at SB Gameda and associates tax and business consultant I was MR Gamedas personal assistant who is an accountant and the funder of the business I only worked there for 5 months and the contract ended. I am incredibly hard-working, focused and organised so I can get through lot of work quickly and I can be very flexible so happy to help others in my team. The reason you should hire me it's because I'm young and ambitious. I have a strong desire to learn and succeed, I am energetic and eager to prove myself I realize that I've got a long way to go in terms of establishing a good career and this is what motivates me to do the best I can in order to lay a good foundation for my chosen career.

Preferred work location	Johannesburg Gauteng
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## Contacts and general information about me

Day of birth	1993-09-11 (32 years old)
Gender	Male
Residential location	Johannesburg Gauteng
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 2016.03 iki 2016.08</b>
Company name	SB GEMEDA AND ASSOCIATES AND BUSINESS CONSULTANT
You were working at:	Secretaries
Occupation	Personal assistant
What you did at this job position?	1. Telephone calls 2. Receiving and directing clients/ visitors 3. Word processing 4. Creating spreadsheets 5. Filling

### Education

Educational period	<b>nuo 2014.01 iki 2015.07</b>
Degree	Certificate
Educational institution	EKURHULENI WEST COLLEGE
Educational qualification	Financial Management
I could work	*Effective use of the telephone and fax machine * Scheduling of appointments * Debtors and Creditors * Petty Cash * Salary and wages Journal * Pastel bookkeeping or payroll * Banking * Stock Card * Job card * Budgets * Standard Costing * Spreadsheet- Exce

### Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good

### Computer knowledge

My computer knowledge is good, programs :Windows,Mac. Software: Microsoft office, Excel and word processing.

### Conferences, seminars

No, I never attended any conferences.

### Recommendations

Contact person	Sisay Bogale Gameda
Occupation	Accountant
Company	SB Gameda and associates tax and business consultant
Telephone number	011 615 1136

### Additional information

Your hobbies	Reading, cooking and spending time with family
Driver licenses	None
Salary you wish	6000 R per month