



Lindeni Khuzwayo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a young girl who is willing to learn new things in life. I have National Diploma in Public Finance and Accounting. I completed my Diploma in year of 2013, at Mangosuthu University of Technology. I am looking for job in Accounting or Finance sector. In 2015 I worked at King Edward Hospital as a payroll clerk (volunteer). For now I am working as a Domestic worker, but I believe I will get my desired job soon. I have good communication and I always think positive. I am a very good listener if someone is speaking with me about something. I am well organised, resourceful, personable and fast learner.

Preferred occupation

Finance clerk

Finance jobs

Secretaries

Administrative jobs

Project managers

Management, human resources jobs

Generals

General jobs

Labourers

Labour jobs

Cashiers

Retail, store jobs

Preferred work location

Durban City

KwaZulu-Natal

Johannesburg

Gauteng

Mbombela / Nelspruit

Mpumalanga

Umtata / Mthatha

Eastern Cape

Bloemfontein

Free State

Cape Town

Western Cape

Polokwane / Pietersburg

Contacts and general information about me

Day of birth	1985-11-10 (38 years old)
Gender	Female
Residential location	Durban City KwaZulu-Natal
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2015.01 iki 2015.06
Company name	King Edward Hospital
You were working at:	Finance managers
Occupation	Payroll clerk
What you did at this job position?	Making sure a company pays employees accurately and time. Collect and organised time sheets and enter information related to the employees and pay periods into a computer. Answering phone
Working period	nuo 2013.11 iki 2016.05
Company name	Ezolwandle Trading cc
You were working at:	Cleaners
Occupation	Cleaner
What you did at this job position?	Vacuuming floor, stripping floor, polishing floor, dam dusting and clear all bins
Working period	nuo 2016.10 iki dabar
Company name	Ngcobo family
You were working at:	Other jobs
Occupation	Domestic worker
What you did at this job position?	Cleaning whole house, washing Windows, washing clothes and ironing, Dusting and cooking.

Education

Educational period	nuo 2011.01 iki 2013.12
Degree	Diploma
Educational institution	Mangosuthu university of Technology
Educational qualification	Public Finance and Accounting
I could work	No

Languages

Language	Speaking level	Understanding level	Writing level
isiZulu	fluent	fluent	fluent
English	very good	very good	good

Computer knowledge

I have knowledge of Microsoft word, excel and power point.

Additional information

Your hobbies	Exercise my body, listening gospel music and also reading
Driver licenses	None
Salary you wish	10000.00 R per month
How much do you earn now	1500.00 R per month