



Nthathi Lehobo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a young dedicated self driven individual looking for an opportunity to unleash and utilise the skills I've acquired in my past job experiences.

I hold a bachelors degree in Accounting (NQF Level7) with 3 years work experience in accounting/ finance department of a construction company working as a Finance officer.

Reporting to the CFO and senior accountant, my duties entailed data processing into an accounting software(Pastel Partner) to give Trial Balance and compile VAT reports. Manage the creditors accounts, bank reconciliation and reconciliation of advances.

Preferred occupation Accountants
Finance jobs

Preferred work location Bloemfontein
Free State

Contacts and general information about me

Day of birth	1991-06-13 (34 years old)
Gender	Female
Residential location	Bloemfontein Free State
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 2015.09 iki 2017.02
Company name	Ket Civils
You were working at:	Engineers
Occupation	Finance Officer
What you did at this job position?	Data capturing into Pastel, vat reports compilation, bank reconciliation, creditors control.

Working period	nuo 2014.05 iki 2015.09
Company name	MKRK Contractors
You were working at:	Engineers
Occupation	Assistant Accountant
What you did at this job position?	Data processing into an accounting software (Pastel), compilation of VAT reports,bank reconciliation.

Education

Educational period	nuo 2009.08 iki 2013.05
Degree	Degree
Educational institution	The National University of Lesotho
Educational qualification	Bcomm Accounting Degree
I could work	In Finance sector or administration.

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Sesotho	fluent	fluent	fluent

Computer knowledge

Ms Word- Advanced
Ms Excel- Advanced
Accounting software (Paste)- Advanced.

Recommendations

Contact person	B R Smith
Occupation	Accountant
Company	MKRK Contractors
Email address	basil@azima.co.za

Additional information

Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2017-02-00 (8 years)
Salary you wish	12000 R per month
How much do you earn now	8000 R per month