



Nkanyiso Miya

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for an opportunity of utilising my knowledge of general accounting procedures in order to advance within this field and to assist your office with the daily accounting processes. I can assist in day to day accounting procedures like filing, data entry, bank statements, balancing and reconciling of general ledger accounts. I feel that I can be an asset to your company.

I have a sound knowledge of organising and preparation of periodic financial reports. My strengths also include an in-depth knowledge of preparing reconciliation of outstanding payments, and I am also well-versed in issuing purchase orders and managing verification procedures.

I am proficient in Microsoft Office (Excel, Word, Power Point Presentation, and Outlook, Access). I also possess outstanding communication skills and able to work in high volume environment. I have strong interpersonal and multitasking skills while adequately prioritising tasks. I am motivated, determined and consistent. I pay great attention to detail for optimal results.

Preferred occupation Accountants
Finance jobs

Preferred work location Durban City
KwaZulu-Natal

Contacts and general information about me

Day of birth 1986-09-12 (39 years old)

Gender Male

Residential location Durban City
KwaZulu-Natal

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
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Additional information

Salary you wish 8000 R per month

How much do you earn now 3000 R per month