



Mxolisi Mthembu

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Any finance and accounting job, with me i hold a National diploma in Accounting from mangosuthu university of technology and N6 Financial management certificate from Umfolozi TVET College. i have worked at Khonzi trading and projects as a Junior accountant between 01 July 2011 to 15 December 2013. (2 years experience). I am currently working at Glonic trading as an Accounting officer (1 January 2016 to date). i am ambitious, goal-orientated and self-disciplined. i believe that i am well capable of achieving whatever i put my mind into. i communicate excellently at all levels hence i also relate well with other people and enjoy participating in a teamwork. i am highly confident, enthusiastic and analytical thinker always searching for possible alternative solutions.

Preferred occupation	Accountants Finance jobs
----------------------	-----------------------------

Contacts and general information about me

Day of birth	1992-05-31 (33 years old)
Gender	Male
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 2011.07 iki 2013.12
Company name	Khonzi Trading and Projects
You were working at:	Accountants
Occupation	Junior Accountant
What you did at this job position?	Posting and processing journal entries to ensure that all company transactions are recorded, assisting with reviewing of expenses and payroll records, preparing and submitting weekly and monthly records, preparing AFS in accordance with IFRS and the companies accounting procedures, updating account receivables and issuing of invoices, updating and reconciling account parables, assisting senior accountant in preparation of annual reports and also performing all the accounting functions in the company.

Working period	nuo 2017.02 iki 2017.12
Company name	Glonic trading
You were working at:	Accountants
Occupation	Accounting officer
What you did at this job position?	All the accounting matters of the company

Education

Educational period	nuo 2014.01 iki 2016.12
Degree	Diploma
Educational institution	Mangosuthu university of technology
Educational qualification	National Diploma in Accounting
I could work	Finance and accounting

Educational period	nuo 2010.01 iki 2011.06
Degree	Certificate
Educational institution	uMfolozi TVET college
Educational qualification	N6 certificate in Financial management
I could work	Finance and accounting

Languages

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

Computer knowledge

Microsoft word & excel

Microsoft outlook

Basic accounting systems

Internet and emails

Pastel accounting

Payroll & HR

Recommendations

Contact person	Mr Senzo Mthembu
Occupation	Senior projects manager
Company	Khonzi Trading and projects
Telephone number	0765182105
Email address	ndabasenzo@gmail.com

Contact person	Miss T Dube
Occupation	CFO
Company	Glonic trading
Telephone number	0710993202
Email address	Thembekadube01@gmail.com

Additional information

Your hobbies	Football Singing Church Rugby Cricket
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2013-08-00 (12 years)
Salary you wish	7000-10000 R per month
How much do you earn now	5000 R per month