



Sharon Sebatane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I describe myself as someone who always take responsibilities for my actions, a hard-worker, a dreamer, an achiever, a goal driven, self-motivated, independent, humble, accountable, well organised young woman who is able to prioritize her work to improve the living standard of my country.

Prioritizing might not be easy but I believe I will be able to work under a lot of pressure, under a challenging work environment and I have strong problem solving skills that can helps the organization reaching its objectives.

Being student I have learnt to make strong time management and organizational skills, which I see as being very important when seeking for a job.

My teachers and educators have commended me for my willingness to participate and my dedication to helping out where possible. I enjoy working with others and believe that my strong communication skills (verbal and writing) will ensure that I can meet the expectations of this role.

Preferred occupation	Debtors clerk Finance jobs
	Bookkeeper Administrative jobs
	Data capturers Administrative jobs
	Debtors clerk Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng
	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1996-06-19 (27 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period **nuo 2018.12 iki 2019.11**

Company name Audit BEE

You were working at: Bookkeeper

What you did at this job position? CAPTURING AND PROCESSING INVOICES

Education

Educational period **nuo 2016.01 iki 2018.12**

Degree Diploma

Educational institution TSHWANE UNIVERSITY OF TECHNOLOGY

Educational qualification INTERNAL AUDITING

I could work AS Auditor

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Sepedi	fluent	fluent	fluent

Computer knowledge

Microsoft excel

Microsoft word

Microsoft outlook

sage pastel accounting

Xero Accounting software

SAP ERP system

Conferences, seminars

Xero Accounting Software training

Recommendations

Contact person Rose Letwaba

Occupation SENIOR

Company AUDIT BEE

Email address rose@auditbee.co.za

Additional information

Your hobbies reading
helping people

Driver licenses None

Salary you wish 8000 R per month

How much do you earn now

4000 R per month