



# Matshitso Lydia Sempe

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

Finance job permanent, Under pressure, as a self starter, not threatened by obstacles or challenges, Motivational and energetic, hard worker

Preferred occupation	Finance managers
	Finance jobs
	Banking
	Finance jobs
	Finance officer
	Finance jobs
Preferred work location	Johannesburg
	Gauteng
	Botshabelo
	Free State

## Contacts and general information about me

Day of birth	1993-08-16 (30 years old)
Gender	Female
Residential location	East Rand
	Gauteng
Telephone number	Information is available only for registered users. <a href="#">Sign in</a>
Email address	Information is available only for registered users. <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2012.06 iki 2012.12</b>
Company name	Cleo Computers
You were working at:	Administrators
Occupation	Office Assistant
What you did at this job position?	Stock Control and data capturing

Working period **nuo 2014.03 iki 2014.10**  
 Company name Always New Ladies Boutique  
 You were working at: Sales administartor  
 Occupation Sales Representative,Cashier nad Stock Control  
 What you did at this job position? Reaching the daily target and keeping records of daily purchase

Working period **nuo 2016.10 iki 2016.12**  
 Company name Just Undies  
 You were working at: Sales administartor  
 Occupation Sales Representative and Merchandising  
 What you did at this job position? Reaching targets and Marketing strategies

Working period **nuo 2017.10 iki 2018.01**  
 Company name Shoprite  
 You were working at: Cashiers  
 Occupation Cashier  
 What you did at this job position? Cash upping and balancing the float with the books of the financial officer

Working period **nuo 2018.01 iki 2019**  
 Company name Ekurhuleni West TVET College  
 You were working at: Personal assistant  
 Occupation Student Support Services ETL  
 What you did at this job position? Preparing and submitting customer invoices,completing procuring forms of student events,performing all necessary accounts,bank and other bank reconciliation

## Education

Educational period **nuo 2008.01 iki 2012.12**  
 Degree Grade 12 / Matric  
 Educational institution Ponego Secondary School  
 Educational qualification matric  
 I could work Under pressure,as a self starter,not threatened by obstacles or challenges,Motivational and energetic, hard worker

Educational period **nuo 2015.01 iki 2019.03**  
 Degree Diploma  
 Educational institution Ekurhuleni West TVET College  
 Educational qualification Financial Management 3 years Diploma  
 I could work Under pressure,as a self starter,not threatened by obstacles or challenges,Motivational and energetic, hard worker

## Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
isiXhosa	very good	very good	very good
isiZulu	very good	very good	very good
Setswana	very good	very good	very good
Sesotho	very good	very good	very good

## Computer knowledge

Micro soft Excel and Word

## Conferences, seminars

Retail Readiness Certificate

11 October 2017

## Recommendations

Contact person	Mr Mathe
Occupation	Manager
Company	Cleo Computers
Telephone number	0797750028
Contact person	Ms Yonela
Occupation	Supervisor
Company	Always New Ladies Boutique
Telephone number	0817205982
Contact person	Ms Shanila
Occupation	Manager
Company	Just Undies
Telephone number	011 823 2292
Contact person	Ms Regina
Occupation	Human Resource Management
Company	Shoprite
Telephone number	011 866 1038
Contact person	Mr Rakwena
Occupation	Manager
Company	Ekurhuleni West TVET College
Telephone number	0740662665

### Additional information

Your hobbies	Netball,Singing and Coaching
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Salary you wish	15000 R per month
How much do you earn now	2500 R per month