



Nomuhle Lungelo Khumalo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for an administration job, data capture, driver code 10.

positive points is that I have been working with uGu District Municipality doing all duties based on finance,

Preferred occupation Data capturers
Administrative jobs

Preferred work location Johannesburg
Gauteng

Contacts and general information about me

Day of birth 1989-04-26 (35 years old)

Gender Female

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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Work experience

Working period **nuo 2016.02 iki 2018.08**

Company name UGU district Municipality

You were working at: Finance officer

Occupation accountant clerk (INTERN)

What you did at this job position? Insuring payment activities are proper recorded,capture of payment and receipt on BAS,compile and send batch to voucher control,attend to payment enqueirs,develop and maintain asset registration,manage valuations fro immovable assets and update the asset register.

Working period	nuo 2008.04 iki 2011.09
Company name	SEWS sa
You were working at:	Builders
Occupation	harness operator
What you did at this job position?	Building harnesses, testing wires

Education

Educational period	nuo 2013.02 iki 2015.11
Degree	Diploma
Educational institution	Esayidi TVET College
Educational qualification	Financial Management , Business manageent (in progress)
I could work	as an receptionist, typist, data capture, administration, clerk

Languages

Language	Speaking level	Understanding level	Writing level
isiZulu	very good	very good	very good

Computer knowledge

Microsoft word, excel, power point, data base,internet

Recommendations

Contact person	Mr Msomi
Occupation	Finance Officer
Company	Ugu District Minicipality
Telephone number	082 747 1861
Email address	Khehla.Msomi@ugu.gov.za

Additional information

Your hobbies	soccer player, reading and coaching
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2016-04-00 (8 years)
Salary you wish	15000 R per month
How much do you earn now	8500 R per month