



Nomvula Queen Mthethwa

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Best regards

Administration, finance, account clerk, bookkeeping and receptionist

I'm a candidate who spent the last 4 and half years developing my skills in financial management, basic bookkeeping, computer and other financial skills certificates. I've been volunteered at St Paul computers and data recovery as finance assistant and cashier and administration in order to get experience. Ive done an apprenticeship as Admin assistant at Panacea trading CC. I like to experience new things in a new environment, most of weaknesses I turned then in strength and use as them as an opportunity to improve myself.

It's will be an honor to hear from you.

Thank you

NQ Mthethwa

Preferred occupation

Finance account clerk

Finance jobs

Receptionist

Administrative jobs

Bookkeeper

Administrative jobs

Debtors clerk

Administrative jobs

Preferred work location

Secunda

Mpumalanga

Contacts and general information about me

Day of birth

1991-03-20 (34 years old)

Gender

Female

Residential location

Secunda

Mpumalanga

Telephone number

Information is available only for registered users.

[Sign in](#)

Email address

Information is available only for registered users.

[Sign in](#)

Work experience

Working period	nuo 2013.02 iki 2016.10
Company name	St Paul computers and data recovery
You were working at:	Computer technician
Occupation	Financial assistance & Cashier and administration
What you did at this job position?	Record payments and receipt to casebook, Prepare income statement and balance sheet, stock taking, filling, emailing, faxing, coping l, responsible of incoming and outgoing calls

Education

Educational period	nuo 2013.01 iki 2015.12
Degree	Certificate
Educational institution	Majuba Tvet College
Educational qualification	Finance economics and accounting
I could work	As finance manager
Educational period	nuo 2017.01 iki 2018
Degree	Diploma
Educational institution	Majuba Tvet College
Educational qualification	Financial management
I could work	Financial management

Languages

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

Computer knowledge

Microsoft office

Recommendations

Contact person	Mr Mugr
Occupation	IT
Company	St Paul computers and data recovery
Telephone number	0734279557

Contact person	Ms Nsele
Occupation	Lecturer
Company	Majuba Tvet College
Telephone number	0826930414

Additional information

Your hobbies	Like to use a computer Like to read novels
Driver licenses	None
Salary you wish	7000-8000 R per month
How much do you earn now	3000 R per month