



# Xolelwa Mlomzale

Curriculum Vitae (CV)

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

I have worked as an admin Officer as well as a data Capturer for the past few years under the Department of Rural Development and Land Reform.

I performed the following duties under various contract basis

- Attending various enquiries (Walk-inns, Telephonic, Online) from various public (eligible and non eligible claimants) for the Department of Rural Development and Land Reform
- Collect data(Certified copies of I'd Documents, Birth and Death Records from the eligible beneficiaries of the Land claims
- Drawing family trees in order to make the sharing of the award.
- Compile Settlement Agreements for the eligible family beneficiaries.
- Compile the payment lists in order the Department of Rural Development National office to pay the eligible beneficiaries of the Land claims.
- Communicate with the National office for the above mentioned information.
- Liaise with various bank institutions regarding the Land claims payment dates.
- Communicate with the committee members of the public regarding the payment lists , dates and venue for the payment of Land claims.
- Issue of the vouchers to the eligible beneficiaries before they expire.
- Compiling the quarterly report on the processing of Land claims.

Preferred occupation	Data capturers Administrative jobs
Preferred work location	East London Eastern Cape

## Contacts and general information about me

Day of birth	1970-07-13 (55 years old)
Gender	Female
Residential location	East London Eastern Cape
Telephone number	Information is available only for registered users. <a href="#">Sign in</a>
Email address	Information is available only for registered users.

**Work experience**

Working period	<b>nuo 2018.06 iki 2019.07</b>
Company name	Department of Rural Development and Land Reform
You were working at:	Administrators
Occupation	Finance officer
What you did at this job position?	Collect relevant documents from the eligible beneficiaries of the Land claims. Drawing family tree for each claimed family Sharing the award for the above beneficiaries. Process the claimants to the payment stage.
Working period	<b>nuo 2017.06 iki 2018.06</b>
Company name	Department of Rural Development and Land Reform
Occupation	Finance Officer
What you did at this job position?	Attending Land claims queries , collect data from the eligible beneficiaries of the Land claims, drawing family trees for family beneficiaries, sharing the award for the above beneficiaries, process the claimants to the payment status

**Education**

Educational period	<b>nuo 2005.01 iki 2005.07</b>
Degree	Certificate
Educational institution	Computer Training Academy
Educational qualification	Bookkeeping Certificate
I could work	Administrative, Assist Bookkeeping,
Educational period	<b>nuo 1994.01 iki 1994.11</b>
Degree	Grade 12 / Matric
Educational institution	David mama
Educational qualification	Matric exemption
I could work	Administrative Assistant

**Languages**

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

**Computer knowledge**

PowerPoint

Internet (Outlook)

Ms Word  
**Conferences, seminars**

Ms Excel  
Women seminar

### Recommendations

Contact person	Nandipa Nano
Occupation	Deputy director
Company	Department of Rural Development and Land Reform
Telephone number	0437006000
Email address	nandipanano@drdlr.gov.za

Contact person	Unathi Sondishe
Occupation	Senior Finance Officer
Company	Department of Rural Development and Land Reform
Telephone number	0437006000
Email address	unathisondishe@drdlr.gov.za

Contact person	Akhona Magqabi
Occupation	Human Resource Officer
Company	Department of Rural Development and Land Reform
Telephone number	0437018136
Email address	akhona.magqabi@drdlr.gov.za

### Additional information

Your hobbies	Outgoing
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2014-11-00 (11 years)
Salary you wish	Negotiable R per month