



Neliswa Mtshali

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I hold a Higher Certificate in Accounting Science from the University of South Africa, which i graduated with in 2016. I am currently a Final-Year student at the Durban University of Technology, doing a National Diploma in Cost and Management Accounting. I major in Financial Accounting, Management Accounting and Taxation.

In my time at the Durban University of Technology, i volunteered as the Chairperson of the Residence House Committee. As a chairperson, i was responsible for the well being of the students. I had to lead the Committee in making sure that the needs of students are met, which awarded me Leadership, Teamwork and great Communication skills. I also volunteered as a literacy tutor for the Residence Literacy Society at the Center for Excellence in Learning and Teaching. I learned the skill of time management and being able to work under pressure.

Preferred occupation

Banking

Finance jobs

Telemarketers

Sales jobs

Agents

Sales jobs

Secretaries

Administrative jobs

Receptionist

Administrative jobs

Front Desk Agent

Administrative jobs

Personal assistant

Administrative jobs

Call Centre agent

Administrative jobs

Preferred work location

Durban City

KwaZulu-Natal

Contacts and general information about me

Day of birth

1996-05-31 (28 years old)

Gender	Female
Residential location	Durban City KwaZulu-Natal
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Education

Educational period	nuo 2010.01 iki 2014.11
Degree	Grade 12 / Matric
Educational institution	Estcourt Secondary School
Educational qualification	Matric
I could work	General jobs
Educational period	nuo 2015.06 iki 2016.12
Degree	Certificate
Educational institution	University of South Africa
Educational qualification	Higher Certificate in Accounting Science
I could work	Administrative jobs, finance jobs, sales jobs
Educational period	nuo 2017.02 iki 2021.12
Degree	Diploma
Educational institution	Durban University of Technology
Educational qualification	National Diploma in Cost and Management Accounting
I could work	Administrative jobs, finance jobs, Sales jobs

Languages

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

Computer knowledge

Microsoft Teams
 Microsoft Office
 Microsoft Excel
 Microsoft Notes
 Microsoft Word
 Microsoft Outlook
 Zoom

Recommendations

Contact person	Mr T Shabangu
Occupation	Lecture
Company	Denver Technical College
Telephone number	061 419 9849/ 012 320 4338

Contact person	Mr A.S Masuku
Occupation	President of Central Housing Committee
Company	Durban University of Technology
Telephone number	073 709 9877

Additional information

Your hobbies	Cooking Baking Aerobics Reading
Driver licenses	None
Salary you wish	4000 R per month