



Calvin Mgidi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I currently hold an N6 in Financial Management from CN Mahlangu Tvet College. I aspire to be a Certified Financial Manager one day. I am hardworking, self-motivated and goal driven. I have the ability to think on my feet, and work productively under pressure. I am well-groomed in presentation, report writing, professional in my interactions and perform my work my duties excellently, timely and diligently.

Preferred occupation **Bookkeeper**
Administrative jobs

Preferred work location **Witbank**
Mpumalanga

Contacts and general information about me

Gender **Male**

Residential location **Siyabuswa**
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 2019.07 iki 2021.01**

Company name **Lethiba Consulting**

You were working at: **Accountants**

Occupation **Bookkeeping**

What you did at this job position? • Establishing and maintaining relationship with clients • Monthly Bookkeeping and filing • Providing training and designing record keeping for clients • Design, Maintain internal controls and Financial systems for clients • VAT Registrations and return submissions • PAYE Registrations and returns • UIF Registrations and returns • Company Registrations • Tender pricing • Supplier & Customer invoices • Company Credit Application • Compiling Annual Financial Statements • Compiling Management Accounts • CIDB Applications • NHBC Applications

Education

Educational period	nuo 2018.01 iki 2019.06
Degree	Diploma
Educational institution	CN Mahlangu TVET College
Educational qualification	N6 in Financial Managent
I could work	Yes

Languages

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

Computer knowledge

Microsoft Office (Excel, Power point and Word)

SAGE Online

SAGE Pastel

SAGE Payroll

Draftworx

Teamwork

Team Training

Research

Report Writing

Time Management

Recommendations

Contact person	Khomotso Teffo
Occupation	Managing Director
Company	Lethiba Consulting
Telephone number	0722927336
Email address	khomotso@lethiba.co.za

Additional information

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2020-11-00 (4 years)
Salary you wish	10000 R per month
How much do you earn now	7000 R per month