



# 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	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2019.07 iki 2021.01</b>
Company name	Lethiba Consulting
You were working at:	Accountants
Occupation	Bookkeeping
What you did at this job position?	<ul style="list-style-type: none"><li>• Establishing and maintaining relationship with clients</li><li>• Monthly Bookkeeping and filing</li><li>• Providing training and designing record keeping for clients</li><li>• Design, Maintain internal controls and Financial systems for clients</li><li>• VAT Registrations and return submissions</li><li>• PAYE Registrations and returns</li><li>• UIF Registrations and returns</li><li>• Company Registrations</li><li>• Tender pricing</li><li>• Supplier &amp; Customer invoices</li><li>• Company Credit Application</li><li>• Compiling Annual Financial Statements</li><li>• Compiling Management Accounts</li><li>• CIDB Applications</li><li>• NHBC Applications</li></ul>

## Education

Educational period	<b>nuo 2018.01 iki 2019.06</b>
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