



# Naledi Nyama

Curriculum Vitae (CV)

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

I am looking for a part time job, preferably in the commerce department, as I am a student pursuing a degree in Financial Accountancy at North-West University Vaal-Triangle Campus. I am currently 2 years into my 4-year degree. This job would not only assist me financially but it would also assist me in gaining experience for when I apply for a permanent post for my future career job. I believe an employer should hire me for the following reasons: I am a fast learner. Adapting to a new environment would not be a hassle as I am well accustomed to constant change, not only that but I adapt very well to change. I am a team player, I am a firm believer that team work makes dream work. I have leadership skills. This can be proven by being part of the Prefects of the primary school I attended ( Laerskool Noordhoek) in 2014. In high school, I was part of the Representative Council of Learners for 3 consecutive year (Riverside High School) from 2017 to 2019. I am a hard worker and I always strive to achieve the best results. This can be proven by the fact that I was recognised as part of the Top 15% in my field of study by Golden Key International Honour Society based on my 2020 academic results. In high school I consistently maintained my spot in the Top 10 from the beginning, 2015, to the end, 2019.

What is mentioned above is merely an introduction to who I am and what I strive for. I believe I have the qualities to thrive in your company, not only that but there is a prospect for growth, both for me and your company. I am looking forward to grow in your company and more importantly to grow your company and add more value to it. I bring more than my achievements, I look forward to bringing new ideas that will benefit your company.

Your consideration would be highly appreciated.

Preferred occupation

**Accountants**  
Finance jobs

**Banking**  
Finance jobs

**Shop assistants**  
Retail, store jobs

**Nannies**  
Nanny, babysitter, child care jobs

**Part time jobs**  
Part time, weekend jobs

	Financial advisor Finance jobs
	Front Desk Agent Administrative jobs
	Call Centre agent Administrative jobs
	Bookkeeper Administrative jobs
Preferred work location	Sedibeng Gauteng
	Johannesburg Gauteng

**Contacts and general information about me**

Day of birth	2001-09-21 (23 years old)
Gender	Female
Residential location	Sedibeng Gauteng
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>

**Education**

Educational period	<b>nuo 2015.01 iki 2016.12</b>
Degree	Grade 9
Educational institution	Phoenix High School
Educational qualification	Grade 9
Educational period	<b>nuo 2017.01 iki 2019.12</b>
Degree	Grade 12 / Matric
Educational institution	Riverside High School
Educational qualification	National Senior Certificate with Bachelor's

**Languages**

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	good	good	very good
Sesotho	fluent	fluent	good
isiZulu	fluent	fluent	basic

**Computer knowledge**

I know how to navigate my way through several computer programs like Microsoft Internet Explorer, Microsoft Office and Outlook and Microsoft Windows, just to name a few. I am proficient in the use of Microsoft Word, Excel and PowerPoint. As a millennial, I have an advantage when it comes to the thorough understanding of social media and social media analytics. I have composed and sent over 150 emails using Microsoft Outlook. I have written and edited documents on Microsoft Word. I organise and plan my tasks on Google Calendar. Lastly, I have created and formatted simple office spreadsheets using Microsoft Excel.

#### **Additional information**

Your hobbies	My hobbies include reading. I love to educate myself more and more in order to improve my knowledge about certain topics. Another hobby of mine is cleaning, this helps me stay organized as it best to work in a clean environment. I volunteer around my neighbourhood as helping others has been an everyday goal of mine. Planning and organizing events is a personal interest of mine and I do exceptionally well in that department.
Driver licenses	None