



# Yolanda Ndzulwana

Curriculum Vitae (CV)

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

Any administrative work, Data Capturing

-Ability to perform basic financial calculations.

-Microsoft packaging - Word, Excel and PowerPoint

-Ability to work independently and as part of team development.

Ability to identify and maintain quality control systems and identification of misallocations.

-Filling the document sequential and accuracy

Preferred occupation                      **Filing clerk**  
Administrative jobs

**Data capturers**  
Administrative jobs

**Debtors clerk**  
Administrative jobs

Preferred work location                      **Cape Flats**  
Western Cape

## Contacts and general information about me

Day of birth                                      1985-09-24 (38 years old)

Gender    Female

Residential location                              Cape Town  
Western Cape

Telephone number                              *Information is available only for registered users.*  
[Sign in](#)

Email address                                      *Information is available only for registered users.*  
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## Work experience

Working period                                      **nuo 2015.06 iki 2020.12**

Company name                                      Mnquma Local Municipality

Occupation    Finance intern

What you did at this job position?      Basic financial calculations and Admin work

Working period **nuo 2015.06 iki 2020.12**  
 Company name Mnquma Local Municipality  
 Occupation Finance intern

**Education**

Educational period **nuo 2014.01 iki 2014.11**  
 Degree Degree  
 Educational institution Walter Sisulu University  
 Educational qualification Btech Management  
 I could work Admin clerk,financ clerk and data capture

**Languages**

Language	Speaking level	Understanding level	Writing level
isiXhosa	fluent	fluent	fluent

**Computer knowledge**

-Microsoft Word  
 -Excel  
 -PowerPoint

**Additional information**

Driver licenses None  
 Salary you wish 7000 R per month  
 How much do you earn now 0.00 R per month