



Phindile Lucia Dlamini

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Im looking for any job with Finance related duties. Im familiar with payments duties, procurement and budget section as well as Debtors Clerk. Im a smart person and dedicated one to everything concerning my work. Im very carefully when it comes to calculation Im an assets , im very usefull towards everything that im liable to do.

Preferred occupation	Procurement officer Finance jobs
Preferred work location	Bethal Mpumalanga

Contacts and general information about me

Day of birth	1992-08-21 (32 years old)
Gender	Female
Residential location	North Coast 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

Work experience

Working period	nuo 2016.07 iki 2020.07
Company name	Department of Education in Zululand District
You were working at:	Finance managers
Occupation	Supply chain Clerk / all the Finance section
What you did at this job position?	Inviting quotations, opening tender boxes and taking out Orders to suppliers , compiling payments for suppliers. Compiling schools and official payments, Checking departments Liabilities and send out debtors letter for liabilities collection.

Education

Educational period	nuo 2015.01 iki 2016.06
Degree	Diploma
Educational institution	MAJUBA TVET COLLEGE
Educational qualification	Diploma in Financial Management
I could work	Any finance section as I am mastering all of them , But procurement is my life

Languages

Language	Speaking level	Understanding level	Writing level
isiZulu	very good	very good	very good

Computer knowledge

Microsoft computer , MS word , excell powerpoint and pastel

Conferences, seminars

I have attended some short courses during my internship i.e Brraking Barriers to entry to Public Service orientation programme , Problem solving and Decision making skill Progamme and Bathopele Principle Programme

Recommendations

Contact person	Mr T.E Ntombela
Occupation	Senior Accounting Officer
Company	Department of Education In Zululand
Telephone number	035 874 1209 / 083 420 4789
Email address	Themba.Ntombela@kzndoe.gov.za

Additional information

Your hobbies	I like to read Books
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2019-10-00 (5 years)
Salary you wish	R10 000.00 R per month
How much do you earn now	R460.00 R per month