



# Nkateko Lorriane Mnisi

Curriculum Vitae (CV)

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

I am a hard-working and self-driven employee, who strongly believes in bringing change within the Employment industry. The name Nkateko means gift, hence that is why I consider myself to be a gift in the workplace. I am humble not forgetting that I am good at interacting with people in a respectful manner. which is why I have successfully worked in various job positions that require me to interact with people on a daily basis, even my References can attest to that. However, I believe that actions speak louder than words. Responding to my application will be an indication that I am given a chance to prove myself.

|                         |                                       |
|-------------------------|---------------------------------------|
| Preferred occupation    | Administrators<br>Administrative jobs |
| Preferred work location | Johannesburg<br>Gauteng               |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1981-10-25 (42 years old)   |
| Gender               | Female  |
| Residential location | Gauteng   |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

## Work experience

|                                    |                                   |
|------------------------------------|-----------------------------------|
| Working period                     | <b>nuo 2018.01 iki 2020.11</b>    |
| Company name                       | Temitope Consulting International |
| You were working at:               | Accountants                       |
| Occupation                         | Data capturing                    |
| What you did at this job position? | Capturing Bank Statements         |

## Education

|                           |  |
|---------------------------|--|
| Educational period        | <b>nuo 2005.01 iki 2007.11</b>                                 |
| Degree                    | Certificate  |
| Educational institution   | mapulaneng FET   |
| Educational qualification | N5   |
| I could work              | Bookkeeping, finance Administration and office administration. |

### Languages

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

### Computer knowledge

Microsoft Excel and Microsoft word.

### Conferences, seminars

ABASA Internship Training Course In January 2008.

### Recommendations

|                  |                                   |
|------------------|-----------------------------------|
| Contact person   | Charles Mutapura                  |
| Occupation       | Supervising manager               |
| Company          | Temitope Consulting International |
| Telephone number | 073709225                         |
| Email address    | charlesmpura1@gmail.com           |

### Additional information

|                          |                                  |
|--------------------------|----------------------------------|
| Your hobbies             | Reading, exercising and cooking. |
| Driver licenses          | None                             |
| Salary you wish          | 7500-10000 R per month           |
| How much do you earn now | N/A R per month                  |