



# Zikhona Martha Mbele

Curriculum Vitae (CV)

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

I am a dedicated, organized and methodical individual. I have good interpersonal skills, am an excellent team worker and keen and very willing to learn and develop new skills. I am reliable and dependable and often seek new responsibilities within a wide range of employment areas. My background in accounting has provided me with a solid foundation of practical experience. To be an important part of an organizational that will enable me use my strong organizational skills, educational background, ability to work well with people and my eagerness to contribute to the ongoing success of the organization.

Preferred occupation	<b>Accountants</b> Finance jobs
	<b>Bookkeeper</b> Administrative jobs
	<b>Filing clerk</b> Administrative jobs
	<b>Banking</b> Finance jobs
	<b>Debtors clerk</b> Finance jobs
Preferred work location	<b>Cape Town</b> Western Cape

## Contacts and general information about me

Day of birth	1993-11-25 (31 years old)
Gender	Female
Residential location	<b>Cape Town</b> Western Cape
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 **nuo 2022.03 iki dabar**  
 Company name Just Retirement Life ( South Africa) Ltd  
 You were working at: Accountants  
 Occupation Finance Intern  
 What you did at this job position? Record accounts payable and accounts receivable. Track and reconcile bank statements. Payroll and keep organized records.

Working period **nuo 2016.12 iki 2017.02**  
 Company name City of Cape Town (EPWP)  
 You were working at: Receptionists  
 Occupation Assistant Administrator  
 What you did at this job position? Arranging staff meetings and scheduling appointments. Answering or transferring phone calls. Maintaining the office calendar.

### Education

Educational period **nuo 2019.01 iki 2019.12**  
 Degree Degree  
 Educational institution Cape Peninsula University of Technology  
 Educational qualification Cost and Management Accounting

### Languages

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