



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	Accountants Finance jobs
	Bookkeeper Administrative jobs
	Filing clerk Administrative jobs
	Banking Finance jobs
	Debtors clerk Finance jobs
Preferred work location	Cape Town Western Cape

Contacts and general information about me

Day of birth	1993-11-25 (30 years old)
Gender	Female
Residential location	Cape Town Western Cape
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 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