



# Lenneck Mathebula

Curriculum Vitae (CV)

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

I'm current holding a degree in Bcom economics and actively looking for any finance job related to what I have studied, I am a hard working person with determination and a well organized person. I have good analytical skills and problem solving skills and most of all I am a very innovative and creative person.

Preferred occupation

**Economists**  
Finance jobs

**Accountants**  
Finance jobs

**Insurance administrator**  
Finance jobs

**Broker**  
Finance jobs

**Financial planning consultant**  
Finance jobs

**Debtors clerk**  
Finance jobs

**Procurement officer**  
Finance jobs

**Financial planner**  
Finance jobs

**Bookkeeper**  
Administrative jobs

**Administrators**  
Administrative jobs

Preferred work location

**Pretoria / Tshwane**  
Gauteng

**Johannesburg**  
Gauteng

## Contacts and general information about me

Gender

Male

Residential location

**Pretoria / Tshwane**  
Gauteng

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

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

## Work experience

Working period **nuo 2018.08 iki 2018.12**

Company name Post Office

You were working at: Banking

Occupation Teller

What you did at this job position? Promote, sell and deliver all Post Office products and services, Receive, accept, prepare and deliver all types of mail items, Management of customer service areas, Financial and operational control, Continuous development to improve service delivery

Working period **nuo 2019.01 iki 2019.12**

Company name Godide high school

You were working at: Administrators

Occupation Administrative clerk

What you did at this job position? Planning and Scheduling. Documenting and Data Capture. Answering calls and forwarding to relevant.

Working period **nuo 2021.02 iki 2021.09**

Company name Newforest projects

You were working at: Architects, designers

Occupation Assistant purchasing manager

What you did at this job position? Design, plan and implementing, sourcing and purchasing strategies. Work With Supplier's ,Manufacturers and Internal departments. Maintain a database of approved suppliers.

Working period **nuo 2022.01 iki 2023.02**

Company name Soyaphi construction and projects

You were working at: Bookkeeper

Occupation Bookkeeper

What you did at this job position? On a day-to-day basis, Bookkeepers complete data entry, collect transactions, track debits and maintain and monitor financial records. We also pay invoices, complete payroll, file tax returns and even maintain office supplies.

## Education

Educational period **nuo 2014.01 iki 2018.07**

Degree Degree

Educational institution University of venda

Educational qualification Bachelor of commerce in Economics

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	fluent	fluent	fluent
isiZulu	fluent	fluent	fluent
Sepedi	fluent	fluent	fluent
Setswana	fluent	fluent	fluent
Xitsonga	fluent	fluent	fluent
SiSwati	fluent	fluent	fluent
Tshivenda	fluent	fluent	fluent

**Computer knowledge**

Concept of information technology, operating systems, word processing, spreadsheet, database, presentation and online essential

**Recommendations**

Contact person	David Mathumbu
Occupation	manager
Company	Post Office
Telephone number	0137730049
Contact person	Nicholas Thibane
Occupation	manager
Company	Godide high school
Telephone number	0813395180
Contact person	Sizwe Sbamba
Occupation	manager
Company	Newforest projects
Telephone number	0127551377
Contact person	Angel Mathebula
Occupation	Manager
Company	Soyaphi construction and projects
Telephone number	0711248961

**Additional information**

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2016-07-00 (8 years)