



Wandile Mbhongozi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have a National Diploma in Business Management and 6 years working experience. I worked as a Receptionist,Accounts Admin, Wage Clerk/Payroll and HR.

Some of the duties I have been doing: Answering landline, taking notes,doing customer quotations,invoices,fleet controller,bank reconciliation,Petty Cash,Writing minutes, HR, Payroll/Wages, Finance Management reports overall office Administration. I have used 4 systems, that is; Sage Pastel Accounting, Xero, Simply pay and Plan Ahead Payroll.

I am a hardworking person, who is always willing to learn more and grow .

Preferred occupation	Debtors clerk Administrative jobs
	Cashiers Retail, store jobs
	Debtors clerk Finance jobs
Preferred work location	Soweto Gauteng

Contacts and general information about me

Day of birth	1991-01-29 (33 years old)
Gender	Male
Residential location	Soweto Gauteng
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 2016.04 iki 2017.01
Company name	Mahlubi Transport and plant hire
Occupation	Inservice training
What you did at this job position?	Internship

Working period **nuo 2017.01 iki 2019.10**
Company name B&B Transport a
Occupation Admin clerk

Working period **nuo 2019.11 iki 2022.08**
Company name New forestry solutions

Education

Educational period **nuo 2014.07 iki 2017.07**
Degree Diploma
Educational institution Esayidi tvet collage
Educational qualification Diploma in Business Management
I could work Yes

Languages

Language	Speaking level	Understanding level	Writing level
isiZulu	fluent		fluent

Computer knowledge

Microsoft office

Additional information

Salary you wish 10 000 R per month
How much do you earn now 5000 R per month