



# Tumelo Motloung

Curriculum Vitae (CV)

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

Am writing to express my interest in this position, as advertised. As a recent graduate with a financial management N6 in Tvet college , I am excited about the opportunity to contribute to your team and gain valuable experience in the industry.

Although I do not have prior work experience, I have developed strong skills in Microsoft Excel and Word through my academic projects and coursework. I am proficient in creating spreadsheets, charts, and reports, which I believe will be beneficial in assisting with data entry and analysis tasks. I'm have learning experience in Pastel and payroll due to school.

Moreover, I possess excellent communication skills that I have honed through group projects and presentations during my studies. I am comfortable interacting with team members and clients, ensuring effective communication and collaboration. I am a quick learner and adaptable team player, always willing to take on new challenges and work towards common goals.

I am particularly drawn to the opportunity to work at this environment because of your reputation for fostering a supportive and inclusive work environment. I am eager to learn from experienced professionals in the industry and contribute my skills to help achieve the company's objectives.

Thank you for considering my application. I am excited about the possibility of joining your team and would welcome the opportunity to discuss how my skills and enthusiasm align with the requirements of the parts position. Please find my resume attached for your review.

I look forward to the possibility of discussing this exciting opportunity with you soon.

Sincerely,

Tumelo Motloung

Preferred occupation

**Government jobs**

Government jobs

**Jobs for students**

Student jobs

**Generals**

General jobs

**Car drivers**

Driver jobs

**Accountants**

Finance jobs

	Guards Security jobs
	Part time jobs Part time, weekend jobs
Preferred work location	East Rand Gauteng
	Johannesburg Gauteng
	Pretoria / Tshwane Gauteng

**Contacts and general information about me**

Day of birth	1999-07-30 (25 years old)
Gender	Male
Residential location	East Rand Gauteng
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**

Company name	Ikusasa Lethu project and training
You were working at:	Telemarketers
Occupation	Telesales
What you did at this job position?	Build Client Relationship, Meeting sales goals, Product Knowledge, Meeting Customer Quarries, Greet Customers

**Education**

Educational period	<b>nuo 2022.01 iki 2023.06</b>
Degree	Professional Qualification
Educational institution	Ekurhuleni West College
Educational qualification	Financial management N6
I could work	Yes
Educational period	<b>nuo 2024.01 iki dabar</b>
Educational institution	UNISA
Educational qualification	Accounting sciences
I could work	Yes

**Languages**

Language	Speaking level	Understanding level	Writing level
Sesotho	very good	very good	very good

English	very good	very good	very good
Setswana	very good	very good	very good
isiZulu	very good	very good	very good
isiXhosa	very good	very good	very good

### Computer knowledge

Microsoft outlook

Microsoft365

Microsoft excel

Microsoft Word

Sage pastel

Payroll

Internet

### Conferences, seminars

N/A

### Recommendations

Contact person	Mr Mnisi
Occupation	Financial accounting lecture
Company	Ekurhuleni West College
Telephone number	0715838533

### Additional information

Your hobbies	Jogging
Driver licenses	None
Driver license from	2024-05-00 (0 years)
Salary you wish	6000 R per month
How much do you earn now	N/A R per month