



Sithembile Lungelo Sindiswa Mvelase

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Accountant, Bookkeeper, Financial planner, business analyst, data analyst, Debtors clerk, creditors clerk, Financial Advisor, Consultant

Preferred occupation

- Accountants**
Finance jobs
- Finance officer**
Finance jobs
- Financial planner**
Finance jobs
- Debtors clerk**
Finance jobs
- Business analyst**
IT, computing jobs
- Government jobs**
Government jobs
- Marketing consultant**
Ads, marketing jobs
- Part time jobs**
Part time, weekend jobs
- Debtors clerk**
Administrative jobs
- Bookkeeper**
Administrative jobs
- Customer care agent**
Administrative jobs
- Filing clerk**
Administrative jobs

Preferred work location

- Durban City**
KwaZulu-Natal
- Johannesburg**
Gauteng
- South Coast (Ugu)**
KwaZulu-Natal

Contacts and general information about me

Day of birth	2000-05-07 (24 years old)
Gender	Female
Residential location	Durban City KwaZulu-Natal
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 2023.03 iki dabar
Company name	EDFenergy
You were working at:	Debtors clerk
Occupation	Debtors Clerk
What you did at this job position?	Recording all cash, cheque and credit card transactions made, contact clients and customers with outstanding balances, updating unpaid accounts, keeping accounts organized, and following unauthorized deductions made on accounts.
Working period	nuo 2020.04 iki 2022.12
Company name	Endakane Secondary School
You were working at:	Bookkeeper
Occupation	Bookkeeper
What you did at this job position?	Inhouse part-time bookkeeper for a public school. Maintained financial books, tracked expenses, prepared and submitted invoices, reconciling accounts, managing account receivable and payable, and communication and collaboration.

Education

Educational period	nuo 2018.02 iki 2022.12
Degree	Diploma
Educational institution	Durban University of Technology
Educational qualification	ND: Accounting(4 years)
I could work	Yes

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
isiZulu	fluent	fluent	fluent
Sesotho	basic	basic	basic