



Patience Tsitsi Manyumbu

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a reliable and hardworking clerk, with hands on experience in handling diverse tasks at the same time to ensure smooth office operations. Also have proven leadership skills and good communication action and analytical skills. Performance driven and result oriented. Very proficient in Quick books, Microsoft Excel and Word.

Preferred occupation	Administrators Administrative jobs
	Accountants Finance jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1986-12-20 (37 years old)
Gender	Female
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 2011.01 iki 2011.12
Company name	Kassack Enterprises
You were working at:	Builders
Occupation	Trainee Accounts Clerk
What you did at this job position?	Creditors reconciliation, Data capturing, Filing

Education

Educational period	nuo 2010.01 iki 2012.12
Degree	Diploma
Educational institution	Masvingo Polytechnic College
Educational qualification	National Diploma In Accountancy

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good

Computer knowledge

Quick books, Microsoft Excel, Microsoft Word, Internet.

Recommendations

Contact person	Takesure Gorejena
Occupation	Manager
Company	Rezitech Investments
Telephone number	+263774057703

Additional information

Your hobbies	Novel Reading, Traveling
Driver licenses	None
Salary you wish	8000 R per month
How much do you earn now	6000 R per month