



# 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 (38 years old)
Gender	Female
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

Working period	<b>nuo 2011.01 iki 2011.12</b>
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	<b>nuo 2010.01 iki 2012.12</b>
Degree	Diploma
Educational institution	Masvingo Polytechnic College
Educational qualification	National Diploma In Accountancy

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
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