



# Siphelele Nkweba

Curriculum Vitae (CV)

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

After matric in 2011 I took a two years gap year not that I planned for it to be that long or there were any plans for it but because I didn't meet the AP score at UJ in accounting faculty and at that time I had no information about colleges regarding fees I had to be at home, during my gap years I volunteered in township project census for a month I then accepted my first full time role at emakhekheni bakery I spent a year and half there as baker. In 2014 I decided to go back to school and continue with my studies at EWC germiston campus and I got my N6 in Financial Management in June 2015. After a while looking for a job I got it at SB Gameda and associates tax and business consultant I was MR Gamedas personal assistant who is an accountant and the funder of the business I only worked there for 5 months and the contract ended. I am incredibly hard-working, focused and organised so I can get through lot of work quickly and I can be very flexible so happy to help others in my team. The reason you should hire me it's because I'm young and ambitious. I have a strong desire to learn and succeed, I am energetic and eager to prove myself I realize that I've got a long way to go in terms of establishing a good career and this is what motivates me to do the best I can in order to lay a good foundation for my chosen career.

Preferred work location                      Johannesburg  
Gauteng

## Contacts and general information about me

Day of birth                                      1993-09-11 (31 years old)  
Gender    Male  
Residential location                              Johannesburg  
Gauteng  
Telephone number                                *Information is available only for registered users.*  
[Sign in](#)  
Email address                                      *Information is available only for registered users.*  
[Sign in](#)

## Work experience

Working period **nuo 2016.03 iki 2016.08**

Company name SB GEMEDA AND ASSOCIATES AND BUSINESS CONSULTANT

You were working at: Secretaries

Occupation Personal assistant

What you did at this job position? 1. Telephone calls 2. Receiving and directing clients/ visitors 3. Word processing 4. Creating spreadsheets 5. Filing

**Education**

Educational period **nuo 2014.01 iki 2015.07**

Degree Certificate

Educational institution EKURHULENI WEST COLLEGE

Educational qualification Financial Management

I could work \*Effective use of the telephone and fax machine \* Scheduling of appointments \* Debtors and Creditors \* Petty Cash \* Salary and wages Journal \* Pastel bookkeeping or payroll \* Banking \* Stock Card \* Job card \* Budgets \* Standard Costing \* Spreadsheet- Exce

**Languages**

Language	Speaking level	Understanding level	Writing level
English	good	good	good

**Computer knowledge**

My computer knowledge is good, programs :Windows,Mac. Software: Microsoft office, Excel and word processing.

**Conferences, seminars**

No, I never attended any conferences.

**Recommendations**

Contact person Sisay Bogale Gameda

Occupation Accountant

Company SB Gameda and associates tax and business consultant

Telephone number 011 615 1136

**Additional information**

Your hobbies Reading, cooking and spending time with family

Driver licenses None

Salary you wish 6000 R per month