



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 Gemedas 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 (30 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 Gemedá
 Occupation Accountant
 Company SB Gemedá 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