



# Lindeni Khuzwayo

Curriculum Vitae (CV)

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

I am a young girl who is willing to learn new things in life. I have National Diploma in Public Finance and Accounting. I completed my Diploma in year of 2013, at Mangosuthu University of Technology. I am looking for a job in Accounting or Finance sector. In 2015 I worked at King Edward Hospital as a payroll clerk (volunteer). For now I am working as a Domestic worker, but I believe I will get my desired job soon. I have good communication and I always think positive. I am a very good listener if someone is speaking with me about something. I am well organized, resourceful, personable and a fast learner.

### Preferred occupation

**Finance clerk**

Finance jobs

**Secretaries**

Administrative jobs

**Project managers**

Management, human resources jobs

**Generals**

General jobs

**Labourers**

Labour jobs

**Cashiers**

Retail, store jobs

### Preferred work location

**Durban City**

KwaZulu-Natal

**Johannesburg**

Gauteng

**Mbombela / Nelspruit**

Mpumalanga

**Umtata / Mthatha**

Eastern Cape

**Bloemfontein**

Free State

**Cape Town**

Western Cape

**Polokwane / Pietersburg**

**Contacts and general information about me**

Day of birth	1985-11-10 (39 years old)
Gender	Female
Residential location	Durban City KwaZulu-Natal
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 2015.01 iki 2015.06</b>
Company name	King Edward Hospital
You were working at:	Finance managers
Occupation	Payroll clerk
What you did at this job position?	Making sure a company pays employees accurately and time. Collect and organised time sheets and enter information related to the employees and pay periods into a computer. Answering phone
Working period	<b>nuo 2013.11 iki 2016.05</b>
Company name	Ezolwandle Trading cc
You were working at:	Cleaners
Occupation	Cleaner
What you did at this job position?	Vacuuming floor, stripping floor, polishing floor, dam dusting and clear all bins
Working period	<b>nuo 2016.10 iki dabar</b>
Company name	Ngcobo family
You were working at:	Other jobs
Occupation	Domestic worker
What you did at this job position?	Cleaning whole house, washing Windows, washing clothes and ironing, Dusting and cooking.

**Education**

Educational period	<b>nuo 2011.01 iki 2013.12</b>
Degree	Diploma
Educational institution	Mangosuthu university of Technology
Educational qualification	Public Finance and Accounting
I could work	No

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
isiZulu	fluent	fluent	fluent
English	very good	very good	good

### **Computer knowledge**

I have knowledge of Microsoft word, excel and power point.

### **Additional information**

Your hobbies	Exercise my body, listening gospel music and also reading
Driver licenses	None
Salary you wish	10000.00 R per month
How much do you earn now	1500.00 R per month