



Mathema Khaloli

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Dear Sir/ Madam

The strength of the companies or organisation is directly depends on its employee. With my demonstrated track record of consistently combining financial management.

I have earned reputation as a self directed professional with excellent communication, analytical and skills as a resourceful problem solver. I have proven ability to conceptualize solutions to challenging situations and maximise success.

I have inclosed my resume for your review and would appreciate to meet with you to further discuss my qualifications. Thank you for your time and consideration.

Sincerely

Mathema Khaloli

Preferred occupation

Administrators
Administrative jobs

Preferred work location

Witbank
Mpumalanga

Pretoria / Tshwane
Gauteng

Contacts and general information about me

Day of birth

1987-10-19 (36 years old)

Gender

Female

Residential location

Witbank
Mpumalanga

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 2014.04 iki 2015.09**
 Company name Ithala Bank
 Occupation sales consultant
 What you did at this job position? answering queries regarding bank related products.Receive and verify loan payments.Receive and count cash at the opening and closing of the day.

Working period **nuo 2015.10 iki 2017.02**
 Company name Anix Trading and Construction
 Occupation project administrator/ co ordinator
 What you did at this job position? Ensuring that project are run in compliance with the organization requirements. Providing guidance to project teams Maintaining and integrating projects plans Taking and reporting overall progress Administering the project budget Planning and scheduling resources for the project Monitoring resource utilization Performing quality reviews Establishing and maintaining the project documentation library.

Education

Educational period **nuo 2003.01 iki 2005.11**
 Degree Grade 12 / Matric
 Educational institution phumelele commecial & technical school
 Educational qualification matric
 I could work N/A

Educational period **nuo 2007.01 iki 2009.11**
 Degree Certificate
 Educational institution thekwini college
 Educational qualification financial management
 I could work yes

Languages

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

Computer knowledge

Good in communication through emails and blogs

Microsoft word
Conferences, seminars

Microsoft excel

I once attended conference at Stock Market College Company, it was a presentation where they
Microsoft PowerPoint

were offering lessons of how to trade daily shares through JSE.
Good in programming

Excellent on Internet use
Recommendations

Pastel accountingaccounting

Contact person

Nobuhle Vumase

Electronic finance transfers

Occupation

Branch manager

Company

Ithala Bank

Telephone number

035 573 1416

Email address

nvumase@ithala.co.za

Contact person

Joos J Bester

Occupation

Project manager

Company

Anix construction and trading

Telephone number

0723435971

Email address

joos@anixtelecom.co.za

Additional information

Your hobbies

I am an outgoing person, very socialable and enjoy traveling.

Driver licenses

B Light Vehicle \leq 3,500kg

Driver license from

2015-01-00 (9 years)

Salary you wish

R15000 R per month

How much do you earn now

R9000 R per month