



# Nthati Lehobo

Curriculum Vitae (CV)

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

I am a young dedicated self driven individual looking for an opportunity to unleash and utilise the skills I've acquired in my past job experiences.

I hold a bachelors degree in Accounting (NQF Level7) with 3 years work experience in accounting/finance department of a construction company working as a Finance officer.

Reporting to the CFO and senior accountant, my duties entailed data processing into an accounting software(Pastel Partner) to give Trial Balance and compile VAT reports. Manage the creditors accounts, bank reconciliation and reconciliation of advances.

Preferred occupation                      Accountants  
Finance jobs

Preferred work location                      Bloemfontein  
Free State

## Contacts and general information about me

Day of birth                                      1991-06-13 (33 years old)

Gender    Female

Residential location                              Bloemfontein  
Free State

Telephone number                              *Information is available only for registered users.*  
[Sign in](#)

Email address                                      *Information is available only for registered users.*  
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## Work experience

Working period                                      **nuo 2015.09 iki 2017.02**

Company name                                      Ket Civils

You were working at:                              Engineers

Occupation    Finance Officer

What you did at this job position?              Data capturing into Pastel, vat reports compilation, bank reconciliation, creditors control.

Working period	<b>nuo 2014.05 iki 2015.09</b>
Company name	MKRK Contractors
You were working at:	Engineers
Occupation	Assistant Accountant
What you did at this job position?	Data processing into an accounting software ( Pastel), compilation of VAT reports,bank reconciliation.

### Education

Educational period	<b>nuo 2009.08 iki 2013.05</b>
Degree	Degree
Educational institution	The National University of Lesotho
Educational qualification	Bcomm Accounting Degree
I could work	In Finance sector or administration.

### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Sesotho	fluent	fluent	fluent

### Computer knowledge

Ms Word- Advanced  
 Ms Excel- Advanced  
 Accounting software ( Paste)- Advanced.

### Recommendations

Contact person	B R Smith
Occupation	Accountant
Company	MKRK Contractors
Email address	basil@azima.co.za

### Additional information

Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2017-02-00 (7 years)
Salary you wish	12000 R per month
How much do you earn now	8000 R per month