



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	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

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 **nuo 2014.05 iki 2015.09**
 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 **nuo 2009.08 iki 2013.05**
 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