



Snenhlanhla Chonco

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for job of administrator and finance officer. I'm a highly motivated candidate who is energetic. I'm ambitious and punctual. I'm a hard worker and very committed in my work. I'm innovative and can share my expertise knowledge towards my colleagues. I have attention to details. I have good communication skills (verbal and written). I'm very organised and able to plan well my work. I have the ability to work individually without supervision as well as to work as a team. I possess matric certificate and a diploma in business administration, I can use my knowledge which I gained from my studies. I possess high level of integrity and professionalism. I have experience to work as a finance clerk which I gained from my in-service training.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Durban City KwaZulu-Natal
	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1991-09-14 (33 years old)
Gender	Female
Residential location	Durban City KwaZulu-Natal
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 2012.08 iki 2013.08**
 Company name CHURCH OF SCOTLAND HOSPITAL
 You were working at: Administrators
 Occupation FINANCE TRAINEE
 What you did at this job position? CAPTURING PAYMENTS AND RECEIPTS ON BASIC ACCOUNTING SYSTEM, ANSWERING PHONE CALLS, TAKING MINUTES OF EVALUATION COMMITTEE, ASSIST SUPPLIERS TO REGISTER ON GOVERNMENT DATABASE, INVITE QUOTATIONS FROM VARIOUS SUPPLIERS, PLACING ORDERS

Working period **nuo 2016.07 iki dabar**
 Company name ESKOM
 You were working at: Agents
 Occupation REPESANTATIVE
 What you did at this job position? GOING AROUND SCHOOLS IN KZN TEACHING LEARNERS ABOUT THE DANGER OF ELECTRICITY.

Education

Educational period **nuo 2005.01 iki 2008.11**
 Degree Grade 12 / Matric
 Educational institution CABANGOKUHLE HIGH SCHOOL
 Educational qualification MATRIC
 I could work INDIVIDUALLY AS WELL AS TO WORK AS TEAM AND VERY HARD

Educational period **nuo 2010.02 iki 2011.11**
 Degree Diploma
 Educational institution PC TRAINING AND BUSINESS COLLEGE
 Educational qualification DIPLOMA IN BUSINESS ADMINISTRATION
 I could work VERY HARD

Languages

Language	Speaking level	Understanding level	Writing level
isiZulu	fluent	fluent	fluent
English	fluent	fluent	fluent
isiXhosa	very good	very good	very good
Sesotho	good	good	basic

Computer knowledge

I'M GOOD WITH COMPUTER IN MS WORD, MS EXCEL, MS POWER POINT, MS OUTLOOK .

Conferences, seminars

I ATTENDED A PRE- FINANCE TRAINING COURSE ON 2013 UNDER RURAL DEVELOPMENT AND AGRICULTURE DEPARTMENT.

Recommendations

Contact person	MR S SOKHELA
Occupation	SUPPLY CHAIN MANAGEMENT OFFICER
Company	CHURCH OF SCOTLAND HOSPITAL
Telephone number	0334931034
Email address	sthembiso.sokhela@kznhealth.gov.za

Additional information

Your hobbies	reading
Driver licenses	None
Salary you wish	10000 R per month
How much do you earn now	3000 R per month