



# Nkanyiso Miya

Curriculum Vitae (CV)

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

I am looking for an opportunity of utilising my knowledge of general accounting procedures in order to advance within this field and to assist your office with the daily accounting processes. I can assist in day to day accounting procedures like filing, data entry, bank statements, balancing and reconciling of general ledger accounts. I feel that I can be an asset to your company.

I have a sound knowledge of organising and preparation of periodic financial reports. My strengths also include an in-depth knowledge of preparing reconciliation of outstanding payments, and I am also well-versed in issuing purchase orders and managing verification procedures.

I am proficient in Microsoft Office (Excel, Word, Power Point Presentation, and Outlook, Access). I also possess outstanding communication skills and able to work in high volume environment. I have strong interpersonal and multitasking skills while adequately prioritising tasks. I am motivated, determined and consistent. I pay great attention to detail for optimal results.

Preferred occupation	Accountants Finance jobs
Preferred work location	Durban City KwaZulu-Natal

## Contacts and general information about me

Day of birth	1986-09-12 (37 years old)
Gender	Male
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>

## Additional information

Salary you wish	8000 R per month
How much do you earn now	3000 R per month