



Sharon Sebatane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I describe myself as someone who always take responsibilities for my actions, a hard-worker, a dreamer, an achiever, a goal driven, self-motivated, independent, humble, accountable, well organised young woman who is able to prioritize her work to improve the living standard of my country.

Prioritizing might not be easy but I believe I will be able to work under a lot of pressure, under a challenging work environment and I have strong problem solving skills that can helps the organization reaching its objectives.

Being student I have learnt to make strong time management and organizational skills, which I see as being very important when seeking for a job.

My teachers and educators have commended me for my willingness to participate and my dedication to helping out where possible. I enjoy working with others and believe that my strong communication skills (verbal and writing) will ensure that I can meet the expectations of this role.

| | |
|-------------------------|--|
| Preferred occupation | Debtors clerk Finance jobs |
| | Bookkeeper Administrative jobs |
| | Data capturers Administrative jobs |
| | Debtors clerk Administrative jobs |
| Preferred work location | Pretoria / Tshwane Gauteng |
| | Johannesburg Gauteng |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1996-06-19 (28 years old) |
| Gender | Female |
| Residential location | Pretoria / Tshwane Gauteng |
| Email address | <i>Information is available only for registered users.</i> Sign in |

Work experience

Working period **nuo 2018.12 iki 2019.11**
 Company name Audit BEE
 You were working at: Bookkeeper
 What you did at this job position? CAPTURING AND PROCESSING INVOICES

Education

Educational period **nuo 2016.01 iki 2018.12**
 Degree Diploma
 Educational institution TSHWANE UNIVERSITY OF TECHNOLOGY
 Educational qualification INTERNAL AUDITING
 I could work AS Auditor

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English | fluent | fluent | fluent |
| Sepedi | fluent | fluent | fluent |

Computer knowledge

Microsoft excel
 Microsoft word
 Microsoft outlook
 sage pastel accounting
 Xero Accounting software
 SAP ERP system

Conferences, seminars

Xero Accounting Software training

Recommendations

Contact person Rose Letwaba
 Occupation SENIOR
 Company AUDIT BEE
 Email address rose@auditbee.co.za

Additional information

Your hobbies reading
 helping people
 Driver licenses None
 Salary you wish 8000 R per month

How much do you earn now

4000 R per month