



# 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	<b>Debtors clerk</b> Finance jobs
	<b>Bookkeeper</b> Administrative jobs
	<b>Data capturers</b> Administrative jobs
	<b>Debtors clerk</b> Administrative jobs
Preferred work location	<b>Pretoria / Tshwane</b> Gauteng
	<b>Johannesburg</b> Gauteng

## Contacts and general information about me

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

**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