



# Khaba Mkhize

Curriculum Vitae (CV)

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

- Developing accounting systems
- Budgeting
- Advice on business improvement
- Management accounting
- Internal audit
- Cash flows
- Company secretarial work
- Business valuations
- Tax (as a Registered Tax Practitioner)

Preferred occupation **Bookkeeper**  
Administrative jobs

I am a male of 41 Years old who is currently looking for a Part-Time or Full-time Employment to work as an Accountant, a Bookkeeper or Office Administrator.

Preferred work location **Bizana**  
Eastern Cape

I have gained the following strengths and competencies as a result of his extensive work experience as an Accountant, Assistant Accountant and/or Bookkeeper in his previous jobs of more than thirteen (13) years of practical experience of working in small to medium-sized businesses including accounting firms:

**Contacts and general information about me**

• A passion for accounting, bookkeeping and taxation services, due diligence and higher level accounting related services;

Day of birth **1977-02-06 (47 years old)**

Gender **Male**

• Computer skills, particularly with Excel and Accounting software programs, including but not limited to Pastel, Pastel Payroll, Caseware, Omni and Accpac.

Residential location **Bizana**  
Eastern Cape

Telephone number **Information is available only for registered users.**  
[Sign in](#)

• The ability and confidence to work entirely on my own, yet willing to be a team player;

Email address **Information is available only for registered users.**

• Energetic self-starter with a professional approach to business;

• Excellent interpersonal and communication skills and people oriented;

**Additional information**

• Integrity, strong ethics as well law abiding personality;

Salary you wish **13500 R per month**

• lastly, but not list, I am self motivated and highly disciplined, energetic, service-oriented, and

How much do you earn now **10000 R per month**

hard working person who is willing to put in long hours when needed to meet all daily, weekly, monthly and annual deadlines for varied tasks of the employer.

NB: Services that I am currently providing on part-time to companies and ngo's as Business Accountant and a Certified Tax Practitioner include the following:

- Start up advice
- Business plans
- Assistance with obtaining grants
- Assistance with obtaining funding and loans
- Bookkeeping
- Financial statements
- Accounting officer and independent review engagements