



# Ntokozo Zulu

Curriculum Vitae (CV)

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

Dear HR recruiter,

I am writing this motivational letter to show my interest in working for your organisation/company as I believe it will expose me to practical work inline with my higher education studies.

Having three (3) plus (+) years of working within the administrative environment. I manage to develop better communication and service skills both written and verbal, face to face interaction with client and team members, Report- writing skill, Sound financial and reconciliation skills, Advance computer skills: Ms Word, Excel, Outlook, PowerPoint, Publisher, Email and Internet , Confident telephone manners and Reability.

Furthermore I worked as a Financial management intern on a work intergrated learning programme with the City of Tshwane Metropolitan Municipality for 18 months from July 2015 to December 2016 as my contract expired. I work for Golden Gateway Hospice as an M&E/Admin (Data capturer) on a DOH contract from June 2017 till current. Both work experience I got is administrative based.

After completing National senior certificate in 2011 I went to study Financial Management N4 – N6 certificates at Tshwane North College. My internship program helped me to have my complete qualification as National N Diploma in Financial management.

Sincerely,

Ntokozo Winston Zulu.

Preferred occupation

**Finance officer**  
Finance jobs

**Administrators**  
Administrative jobs

**Car drivers**  
Driver jobs

**Generals**  
General jobs

Preferred work location  
Bethlehem  
Free State  
  
Cape Town  
Western Cape

### Contacts and general information about me

Day of birth 1993-09-01 (30 years old)  
Gender Male  
Residential location Johannesburg  
Gauteng  
Telephone number *Information is available only for registered users.*  
[Sign in](#)  
Email address *Information is available only for registered users.*  
[Sign in](#)

### Work experience

Working period **nuo 2015.07 iki 2016.12**  
Company name Tshwane Metropolitan Municipality  
You were working at: Finance officer  
Occupation Financial Management Intern  
What you did at this job position? Capturing of Journals in Excel and Sap, Processing of invoices for payment to creditors (Contractors), Lease of office equipment requisitions and appointments, Assisting with general financial administration within the office, Assets and inventory management support operations, Conducting verification according to verification plan, Minutes taking, Messenger.

Working period **nuo 2017.06 iki 2019.07**  
Company name Golden Gateway Hospice  
You were working at: Data capturers  
Occupation M&E/Admin Officer (Data Capturer)  
What you did at this job position? • Capturing Home Base Care stats • Capturing Orphan and Vulnerable Children stats • Capturing After school care program stats • Capturing crèche stats • Capturing food parcels (Pick n pay) • Capturing pick up point medication (Wellness clinic and hospice office) • Capturing wellness clinic patient stats • Capturing new admissions stats (Patients, PPC and crèche) • Capturing referrals • Capturing discharged patients, After care children, Deceased patients and pick up point clients • Processing application for leave • Helping with payroll • Arrangements and monitoring the utilisation of company cars • Capturing transport logs (Kilometres) • Control and Capture DOH patient stats • Compile Monthly Clinic Reports (DOH) • Update DOH patient register • Provide training to cadres (DOH) • Compile defaulters list (DOH)

### Education

Educational period **nuo 2011.01 iki 2011.12**  
 Degree Grade 12 / Matric  
 Educational institution Ntsu Secondary School  
 Educational qualification National Senior Certificate  
 I could work Yes

Educational period **nuo 2012.01 iki 2013.12**  
 Degree Diploma  
 Educational institution Tshwane North College  
 Educational qualification Financial Management  
 I could work Yes

**Languages**

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
isiZulu	very good	very good	very good
Sesotho	very good	very good	good
Setswana	very good	very good	basic

**Computer knowledge**

Advance computer skills : Ms Word, Excel, Outlook, PowerPoint, Publisher, Email and internet  
 SAP  
 Healthcare Data Management System

**Conferences, seminars**

2016, March - SAP  
 2017, August - HDMS

**Recommendations**

Contact person Rose Mofolo  
 Occupation Deputy Director  
 Company Tshwane Metropolitan Municipality  
 Telephone number 012 356 0317 or 072 289 0460

Contact person Karin Jordaan  
 Occupation Financial Manager  
 Company Golden gateway Hospice  
 Telephone number 0583037109 or 084 496 7439  
 Email address ggfunding@isat.co.za

### Additional information

Your hobbies	Soccer
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2017-12-00 (6 years)
Salary you wish	15000 R per month
How much do you earn now	4500 R per month