



# Tshepiso Nchabeleng

Curriculum Vitae (CV)

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

I am individual who is results driven and can achieve whatever I put to mind

I am approachable and able to work in a team

I have always been a straight A student eve from varsity so achievements are important to me

I am energetic and always willing to learn

Preferred occupation                      Finance assistant  
Finance jobs

Preferred work location                      Pretoria / Tshwane  
Gauteng

## Contacts and general information about me

Gender    Female

Residential location                              Pretoria / Tshwane  
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 2017.08 iki 2017.12**

Company name                                      Tshwane University of Pretoria

You were working at:                                Other jobs

Occupation    Finance internship /student Assistant

What you did at this job position?              Managing and Reconciliation of Proceed, Data Capturing,  
Quotation on broken down equipment, Filling of  
documentation, Placing orders

Working period                                      **nuo 2017.02 iki 2017.07**

Company name                                      Masentle Physiotherapist

You were working at:                                Physiotherapist

Occupation    Receptionist /Administration

What you did at this job position?              Telephone Duties, Filing documentation for  
clients, Management of Petty cash, Customer Enquiries

Working period **nuo 2016.06 iki 2017.01**  
 Company name Nam and Associates  
 You were working at: Bookkeeper  
 Occupation Finance clerk/Assistant  
 What you did at this job position? Assist in Audit procedures, Data Capturing, follow up on payments

**Education**

Educational period **nuo 2013.01 iki 2014.12**  
 Degree Certificate  
 Educational institution Tshwane University of Technology  
 Educational qualification National Higher Certificate in Accountancy

Educational period **nuo 2014.01 iki 2015.12**  
 Degree Diploma  
 Educational institution Tshwane University of Technology  
 Educational qualification National Diploma in Accounting

Educational period **nuo 2015.01 iki 2016.12**  
 Degree Degree  
 Educational institution Tshwane University of Technology  
 Educational qualification B Tech in Cost and Management Accounting

**Languages**

Language	Speaking level	Understanding level	Writing level
English	fluent	very good	good
Sepedi	fluent	fluent	good
Setswana	good	good	good

**Computer knowledge**

Word  
 Excel  
 Microsoft Dynamica  
 Knowledge of Sage Pastel

**Recommendations**

Contact person Mr DD Mfolo  
 Occupation Manager  
 Company Tshwane University of Technology  
 Telephone number 0832063466/0125620761

Contact person	Mr AM Nchabeleng
Occupation	Manager
Company	Nam and Associates
Telephone number	0823536826

Contact person	Miss MM Nchabeleng
Occupation	Physiotherapist /Manager
Company	Masentle Physiotherapist
Telephone number	0762832067

#### **Additional information**

Your hobbies	Reading Cooking Gyming
Driver licenses	None
Salary you wish	10000 R per month