



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.*
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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