



Nomuhle Lungelo Khumalo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for an administration job, data capture, driver code 10.

positive points is that I have been working with uGu District Municipality doing all duties based on finance,

Preferred occupation	Data capturers Administrative jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1989-04-26 (35 years old)
Gender	Female
Residential location	Durban City KwaZulu-Natal
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2016.02 iki 2018.08
Company name	UGU district Municipality
You were working at:	Finance officer
Occupation	accountant clerk (INTERN)
What you did at this job position?	Insuring payment activities are proper recorded,capture of payment and receipt on BAS,compile and send batch to voucher control,attend to payment enqueirs,develop and maintain asset registration,manage valuations fro immovable assets and update the asset register.

Working period **nuo 2008.04 iki 2011.09**
 Company name SEWS sa
 You were working at: Builders
 Occupation harness operator
 What you did at this job position? Building harnesses, testing wires

Education

Educational period **nuo 2013.02 iki 2015.11**
 Degree Diploma
 Educational institution Esayidi TVET College
 Educational qualification Financial Management , Business manageent (in progress)
 I could work as an receptionist, typist, data capture, administration, clerk

Languages

Language	Speaking level	Understanding level	Writing level
isiZulu	very good	very good	very good

Computer knowledge

Microsoft word, excel, power point, data base,internet

Recommendations

Contact person Mr Msomi
 Occupation Finance Officer
 Company Ugu District Minicipality
 Telephone number 082 747 1861
 Email address Khehla.Msomi@ugu.gov.za

Additional information

Your hobbies soccer player, reading and coaching
 Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg
 Driver license from 2016-04-00 (8 years)
 Salary you wish 15000 R per month
 How much do you earn now 8500 R per month