



# 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> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2016.02 iki 2018.08</b>
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