



Nandisa Mseleku

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for anything in Finance or Administration. As a debtors or creditors clerk, a data capturer or an Admin Clerk.

I have 7 years of experience in the finance department. 4 years as a creditors clerk, 2 years as a Debtors clerk and currently due to companies restructure I'm an Accounts Assistant.

Preferred occupation	Creditors Clerk Hotel jobs
	Data Capture Finance jobs
	Debtors Clerk Finance jobs
	Administration Clerk Other jobs
Preferred work location	Richards Bay KwaZulu-Natal

Contacts and general information about me

Day of birth	1991-06-27 (33 years old)
Gender	Female
Residential location	Richards Bay 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 2012.08 iki 2019.07**
 Company name BCD Travel
 You were working at: Debotors clerk
 Occupation Creditors and Debtors Clerk
 What you did at this job position? Processing of Invoices. Balancing statements. Balancing monthly recons. Reconsiling banks. Checking all invoices are captured accurately and timeously. Checking that statements balance.

Working period **nuo 2019.08 iki 2019.12**
 Company name Pentravel
 You were working at: Accountants
 Occupation Account Assistant
 What you did at this job position? Data capture. Paying invoices. Checking all banks and receipting monies that come into the company Account. Balancing the debit and Credit list. Working on Excel with form of Vlook Up.

Education

Educational period **nuo 2009.02 iki 2012.04**
 Degree Diploma
 Educational institution Varsity College
 Educational qualification Travel and Tour Operation

Educational period **nuo 2004.01 iki 2008.12**
 Degree Grade 12 / Matric
 Educational institution Mowat Park High School
 Educational qualification Matric

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Computer knowledge

- Excel
- Microsoft Packages
- Sage Evolution
- Quick Trav
- Acc Trav
- Pastel

Recommendations

Contact person	Melvin Pillay
Occupation	Debtors Manager
Company	BCD Travel
Telephone number	031 332 0511
Email address	Melvin.pillay@bcdtravel.co.za

Additional information

Your hobbies	Reading Outdoor activities
Driver licenses	None
Salary you wish	9000 R per month
How much do you earn now	8500 R per month