



# Mpumelelo Sipheshle Sube

Curriculum Vitae (CV)

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

I'm Mpumelelo Sipheshle Dube. I have a national diploma in internal auditing, which I obtained from Unisa in 2014. With regards working experience, I've done work-readness at Guarantee Trust Corporate support services 2016 then after that, Guarantee Trust placed me in an accounting firm called CPGCA to do 3 years SAIPA articles. It's where i was given opportunity to do VAT processing on Pastel, PAYE calculation on excel, management accounts on Pastel, EMP501 calculation on excel, saving VAT201 and EMP201 on a monthly basis, compilation of annual financial statements using CaseWare. I can be grateful if i can get company which will utilize my accounting skills.

|                         |                               |
|-------------------------|-------------------------------|
| Preferred occupation    | Debtors clerk<br>Finance jobs |
| Preferred work location | Durban City<br>KwaZulu-Natal  |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1988-06-28 (36 years old)   |
| Gender               | Male  |
| Residential location | Durban City<br>KwaZulu-Natal  |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

## Work experience

|                                    |   |
|------------------------------------|---|
| Working period                     | <b>nuo 2017.01 iki 2019.12</b>              |
| Company name                       | CPGCa                                       |
| You were working at:               | Accountants                                 |
| Occupation                         | Accounting clerk                            |
| What you did at this job position? | VAT, PAYE, PAYE recon , management accounts |

## Education

|                           |                                       |
|---------------------------|---------------------------------------|
| Educational period        | <b>nuo 2009.01 iki 2014.06</b>        |
| Degree                    | Diploma                               |
| Educational institution   | UNISA                                 |
| Educational qualification | National diploma in internal auditing |

**Languages**

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English  | good           | good                | good          |
| isiZulu  | very good      | very good           | good          |

**Computer knowledge**

Pastel, Caseware, word processing, Excel spreadsheet, Microsoft outlook

**Recommendations**

|                  |  |
|------------------|--|
| Contact person   | Thilo Govender                                       |
| Occupation       | Audit manager  |
| Company          | CPGCA  |
| Telephone number | 031 584 8232 / 071 873 5485                          |
| Email address    | thilo@cpgca.co.za                                    |
| Contact person   | Sheen Ramnarian                                      |
| Occupation       | Accounting Supervisor                                |
| Company          | CPGCA  |
| Telephone number | 031 584 8232 / 084 979 4422                          |
| Email address    | Accounting@cpgca.co.za                               |
| Contact person   | Miles Clark  |
| Occupation       | Placement officer                                    |
| Company          | Guarantee Trust Corporate Support Services (Pty) Ltd |
| Telephone number | 031 301 2744 / 083 601 3699                          |

**Additional information**

|                          |                                     |
|--------------------------|-------------------------------------|
| Your hobbies             | Listen to Music                     |
| Driver licenses          | C1 Heavy Vehicle 3,500kg - 16,000kg |
| Driver license from      | 2014-01-00 (10 years)               |
| Salary you wish          | 12000 R per month                   |
| How much do you earn now | 7000 R per month                    |