



Lulamile Kula

Curriculum Vitae (CV)

What job i'm looking for? My positive points

- To plan and execute in accordance with the company policies.
- Evaluate and advise on adequacy and effectiveness of controls, enterprise risk management and governance processes to ensure alignment with company objectives.
- Report to Management on findings and ensuring operational efficiencies.
- Identify loopholes and recommend risk aversion measures.
- Maintain open communication channels with management continuously.
- Prepare all financial records for management.
- Engage for continuous knowledge (training) development regarding finances and performance standards.
- Receiving, opening, sorting and distributing mail to various professionals in the office.
- Scheduling and coordinating meetings, appointments and travel arrangements for other professionals.
- Taking dictation and maintaining stock of office supplies.
- Recording minutes of meetings of stakeholders.
- Handling requests from other professionals.
- Strictly adhering to office policies and procedures, especially regarding confidentiality.
- Acting as a point of contact for clients.
- Tracking accounting information.
- Helping the reception desk when necessary.
- Coordinating between professionals and departments.

Preferred occupation	Generals General jobs
Preferred work location	Port Elizabeth Eastern Cape

Contacts and general information about me

Day of birth	1986-02-19 (38 years old)
Gender	Male
Residential location	Port Elizabeth Eastern Cape

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 2016.06 iki 2020.03**
Company name Lithemba Support group
You were working at: Administrators
Occupation data capturer
What you did at this job position? office managing

Education

Educational period **nuo 2002.02 iki 2005.01**
Degree Grade 12 / Matric
Educational institution Morningside High School
Educational qualification Financial management N5
I could work admin

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Computer knowledge

- Ms Word
- Ms Excel
- Ms Power Point
- Internet
- Email

Conferences, seminars

- Good Governance Risk Management
- Bookkeeping Monitoring and Evaluation
- Planning and Sustainability Plan Organisation Finances and more
- TB Counselling and Screening HTS Counselling and testing services

Recommendations

Contact person	Mr VK Hewana
Occupation	Campus
Company	Eastcape Midlands College
Telephone number	082 4864 189
Email address	vkhwana@emcol.co.za

Additional information

Your hobbies	Reading Cooking Researching sport Current Affairs
Driver licenses	None
Salary you wish	7500 R per month
How much do you earn now	5000 R per month