



Tariro Tanamai

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a part-time data capturing job working from home. I already have a full time job but I would like a part-time job to get extra income working flexible hours.

Preferred occupation	Data capturers Administrative jobs
Preferred work location	East Rand Gauteng

Contacts and general information about me

Day of birth	1991-01-08 (33 years old)
Gender	Female
Residential location	Johannesburg Gauteng
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 2016.01 iki 2020.08
Occupation	COMPLIANCE ADMINSTRATOR, PERSONAL ASSISTANT TO MANAGING DIRECTOR (JAN 2020 TO PRESENT)
What you did at this job position?	Payroll, insurance claims, fuel reconciliations, petty cash reconciliation, admin and workshop procurement on Buildsmart, vehicle licensing, flight bookings, managing the MDs diary, data capturing, asset management

Education

Educational period	nuo 2010.08 iki 2014.11
Degree	Honours
Educational institution	NATIONA UNIVESITY OF SCIENCE AND TECHNOLOGY (NUST)
Educational qualification	BCOMM BUSINESS MANAGEMENT
I could work	IN ANY SUPPORT DEPARTMENT(FINANCE, ADMIN, PROCUREMENT, HR)

Educational period	nuo 2019.01 iki 2020.08
Degree	Professional Qualification
Educational institution	CHARTERED INSTITUTE OF MANAGEMENT ACCOUNTANTS (CIMA)
Educational qualification	CURRENTLY STUDYING FOR MY OPERATIONAL LEVEL CERTIFICATE
I could work	FINANCE

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent		fluent
Tshivenda	fluent	fluent	very good
isiZulu	fluent	fluent	good

Computer knowledge

Proficient in Ms office, Build smart procurement and payroll, Pastel, loans edge, vehicle tracking websites, car hire and flight booking websites

Conferences, seminars

Legality training (June 2020)

Recommendations

Contact person	Onalenna
Occupation	HRM
Company	TEFLA GROUP
Telephone number	0113942132
Email address	onalennat@tefla.co.za

Additional information

Your hobbies	Reading, writing and travelling
Driver licenses	None
Salary you wish	12000 R per month
How much do you earn now	18500 R per month