



Xolelwa Mlomzale

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have worked as an admin Officer as well as a data Capturer for the past few years under the Department of Rural Development and Land Reform.

I performed the following duties under various contract basis

- Attending various enquiries (Walk-inns, Telephonic, Online) from various public (eligible and non eligible claimants) for the Department of Rural Development and Land Reform
- Collect data(Certified copies of I'd Documents, Birth and Death Records from the eligible beneficiaries of the Land claims
- Drawing family trees in order to make the sharing of the award.
- Compile Settlement Agreements for the eligible family beneficiaries.
- Compile the payment lists in order the Department of Rural Development National office to pay the eligible beneficiaries of the Land claims.
- Communicate with the National office for the above mentioned information.
- Liaise with various bank institutions regarding the Land claims payment dates.
- Communicate with the committee members of the public regarding the payment lists , dates and venue for the payment of Land claims.
- Issue of the vouchers to the eligible beneficiaries before they expire.
- Compiling the quarterly report on the processing of Land claims.

Preferred occupation	Data capturers Administrative jobs
Preferred work location	East London Eastern Cape

Contacts and general information about me

Day of birth	1970-07-13 (54 years old)
Gender	Female
Residential location	East London Eastern Cape
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i>

Work experience

Working period **nuo 2018.06 iki 2019.07**

Company name Department of Rural Development and Land Reform

You were working at: Administrators

Occupation Finance officer

What you did at this job position? Collect relevant documents from the eligible beneficiaries of the Land claims. Drawing family tree for each claimed family Sharing the award for the above beneficiaries. Process the claimants to the payment stage.

Working period **nuo 2017.06 iki 2018.06**

Company name Department of Rural Development and Land Reform

Occupation Finance Officer

What you did at this job position? Attending Land claims queries , collect data from the eligible beneficiaries of the Land claims, drawing family trees for family beneficiaries, sharing the award for the above beneficiaries, process the claimants to the payment status

Education

Educational period **nuo 2005.01 iki 2005.07**

Degree Certificate

Educational institution Computer Training Academy

Educational qualification Bookkeeping Certificate

I could work Administrative, Assist Bookkeeping,

Educational period **nuo 1994.01 iki 1994.11**

Degree Grade 12 / Matric

Educational institution David mama

Educational qualification Matric exemption

I could work Administrative Assistant

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	very good
Afrikaans	good	good	very good
English	very good	very good	very good

Computer knowledge

PowerPoint
Internet (Outlook)

Ms Word
Conferences, seminars

Ms Excel
Women seminar

Recommendations

Contact person Nandipa Nano
Occupation Deputy director
Company Department of Rural Development and Land Reform
Telephone number 0437006000
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Contact person Unathi Sondishe
Occupation Senior Finance Officer
Company Department of Rural Development and Land Reform
Telephone number 0437006000
Email address unathisondishe@drdlr.gov.za

Contact person Akhona Magqabi
Occupation Human Resource Officer
Company Department of Rural Development and Land Reform
Telephone number 0437018136
Email address akhona.magqabi@drdlr.gov.za

Additional information

Your hobbies Outgoing
Driver licenses B Light Vehicle ≤ 3,500kg
Driver license from 2014-11-00 (10 years)
Salary you wish Negotiable R per month