NSIBANDE NOTHANDO PRINCESS

PO BOX 85 SIDLAMAFA 1332
0795769986 | nothandonsibande57@gmail.com

Errol Mhlari
Department of Public Works and infrastructure
30 Brown Street Nedbank building
Nelspruit
1200

Errol Mhlari

Application for Finance Position

I hereby which apply for the Finance position that is available in your organization. I strongly believe that I would be of great assistance to your organization as I am a capable young and energetic person with unlimited knowledge always willing to learn.

I am an ambitious, goal driven person who is intelligent and hardworking lady who loves challenges and wiling to learn new things every day. I am able and willing to work under pressure to deliver and achieve set goals. I have patience, a good team player as well as ability to build and maintain good working relationships.I am good problem-solving and tackling problems head-on.

I have enclosed my curriculum vitae and I am willing to provide any necessary documents that maybe needed. Should you wish to interview me, I am available at your convenience.

I hope that this letter will find a considerable attention that will result into a positive response.

Yours sincerely
nothando Nsibande

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Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

Personal Details

- Marital Status : Single
- Nationality : South african
- Gender : Female
- Residential address : Stand no: 700 Mabondvweni 1337
- ID NO : 9608040868086

Languages

- ●Siswati ●IsiZulu ●English

Skills

- Analytical skill
- Problem solving
- Interpersonal skill
- Numerical skill
- Organisational skills
- Planning skill
- Leadership skill
- Filling skill
- Verbally and written communication skills
- Problem solving skill
- Team building
- Integrity
- TECHNICAL SKILLS •MS word ,Excel ,Power Point

Education

- **Vaal University of Technology** 2020
  NATIONAL DIPLOMA : COST AND MANAGEMENT ACCOUNTING Modules: financial accounting,cost management accounting,taxation, statistics,business information ,organisational management ,Applied communication , commercial law
  Completed

- **Lovunywa High School** 2024
  Majoring with : Accounting, Economics and Business studies
  Grade 12

Experience

- **Department of Public Works and Infrastructure** 02/05/2024 - Up to date
  FINANCE
  Duties:
  •Preparing debtors invoices
  •Preparing and capturing journals
  •Archibus
  •Reconcillation for debtors
  •Creating Payment on Sage
  •Capturing payments on PMIS
  •Capturing receipt on PMIS

•FINANCIAL SYSTEMS :Archibus
•Sage
•Rea Patala

Reference

- **MR PM Cossa - Department of Public Works and Infrastructure**
  Assistant Director
  piet.cossa@dpw.gov.za
  013 7536 390/060 9983 345

- **E Mhlari - Department of Public public Works and Infrastructure**
  Senior Accountant
  errol.mhlari@dpw.gov.za
  013 7536 358/078 7915 709