

CURRICULUM VITAE

Rahabie Nxumalo

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WORK EXPERIENCE

PINTAIL TRADING T/A WHOLESALE CENTRE LIQUORHUB. (March 2019 up to date)

Accounts clerk

- ❖ Monthly VAT preparation
- ❖ Making online payments to suppliers
- ❖ Cashbook preparations
- ❖ Data capturing
- ❖ Dealing with suppliers ' queries and complaints
- ❖ Quarterly stock take
- ❖ Preparation of end of year Accounts

EDUCATIONAL QUALIFICATIONS

Trust Academy

- ❖ ACCA Diploma in Accountant and Business

Founders High School

- ❖ Advanced level , 3 Subjects (Accounting, Mathematics , Business Studies)

Nkulumane 2 Secondary school

- ❖ Ordinary Level , 7 Subjects (Including Mathematics and English)

Other Skills

- ❖ Class 4 Driver's licence
- ❖ Pastel
- ❖ Ms Excel

PERSONAL ATTRIBUTES

- ❖ Hardworking individual who works in achieving goals and provide twice the effort in any task.
- ❖ Responsible and polite and is able to co– exist with adults and young people.

OBJECTIVES

- ❖ Always in search of new experience to gain more skills, so as to become more creative and talented in different tasks and as a result enhance professional and personal qualifications

PERSONAL DETAILS.

- ❖ Date of birth : 02 September 1997
- ❖ ID no : 28-2022532 E39
- ❖ Address : 7438 Nkulumane
- ❖ Gender : Female

