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LANGUAGES

- isiZulu – Native
- English – Fluent
- Afrikaans – Intermediate
- Dutch – Beginner

HOBBIES

- Video Editing & Photography
- Playing piano
- Running
- Learning languages (Spanish & Dutch)
- Coding

MBALI MTAMBO

“I am always willing to learn and grow with a positive attitude and a bubbly personality”

EDUCATION

University College Leuven Limburg (UCLL)

Post-Graduate Degree in International Business Management
September 2019 – September 2021

Varsity College – The Independent Institute of Education (IIE)

Bachelor's in Financial Management
February 2015 – November 2018
Distinctions: Accounting & Pastel Accounting

WORK EXPERIENCE

United Codes – Digital Marketing Intern

February 2020 – November 2020

- Researching and creating a **content marketing strategy**
- Making and posting **video and imagery content**

Sugarless Solutions – Admin and Accounting Assistant

May 2019 – July 2019

- Reported directly to the **Financial Manager**.
- **Presented** monthly Debtors meeting.
- **Invoicing clients** for orders needed to be dispatched immediately.
- Month-end **reconciliation** of stock.

Sacks Packaging – Inventory Analyst

June 2018 – March 2019

- Reported directly to company **Chief Financial Officer**.
- **Problem solving & Investigation** of stock variances.
- Journalizing accounts and reconciliation.

Woolworths – Customer Assistant

May 2017 – December 2017

- Was responsible for **sales, customer services** and running own till.
- Handling customer complaints.
- Maintaining customer loyalty by providing good, **honest** customer service.

SKILLS

Social Skills: Research, social media skills, marketing skills.

IT Skills: Microsoft, Accounting Sage One, Sage Evolution Explore.

