**CURRICULUM VITAE**

**OF**

**ZANDISWA SOTOMELA**

**Residential Address Plot 7629 SamoraMachell Philippi 7785**

**Tel No(s) 078 0669688/ Alternative No 0735815299**

**Nationality :** South African

**Gender :** Female

**Identity No**  **:** 8603091084080

**Languages :**English & Xhosa (speak, read and write)

**EDUCATION BACKGROUND**

**Tertiary institution**

**2009 : ND COST & MAANAGEMENT**

**:** Cape Peninsula University of Technology

**:** Financial Accounting 3

**:** Management Accounting 3

**:** Business Statistics

**:** Organizational Management

**:** Corporate Procedures

**:** Taxation 3

**2ND YEAR**: **NCH ACCOUNTANCY**

**:** Financial Accounting 2

**:** Cost Accounting 2

**:** Texation2

**:** Commercial Law

**:** Entrepreneurial skills

**:** Auditing

**1st year**: Financial Accounting

**:** Cost Accounting

**:** Economics

**:** Commercial Law

**:** Business Information System

**:** Business Calculations

**:** Communication

**SECONDARY SCHOOLING**

**2004 :** senior certificate

Mfesane Senior Secondary School

**SUBJECTS** English, Xhosa, Afrikaans,

Accounting, Mathematics&

Economics

**Career objective**

I am fast learner, willing to learn and experience new things, passionate about work, accuracy and meeting deadlines. I am able to work under pressure.

**Skill/ ABILITIES**

* Communication
* Customer care
* Innovative
* Computer literacy
* Ability to work under pressure

**WORK EXPERIENCE**

**Previously Employed at Department of Rural Development and Land Reform AS a Finance Intern**

Key task : Ensuring that the financial documents are captured

filed and scanned, put in paid stamp and

Scanned, compile payments advices

AND Compile reconciliation for client’s offices

Check verifies and capture payments parcel on Bas and Persal

Send proof of payments Compile daily SDR.

Capture the entity maintenance on SAFETY WEB and BAS and follow up the progress of that maintenance form

Issue receipts on receipts of invoice and revenue, check revenue collected for that day and balance off

Submit deposit book with revenue collected as well as receipt s.

To the supervisor before going to the bank check and verify. Replenish petty cash

**Expenditure and Budgets** : Capture telephone accounts on spreadsheets and inform

Managers of non submissions, send letter for outstanding

Accounts, implement salary deductions. Doing Shift of funds Drawing up BAS reports

Worked in registry and putting stamp on every document

Including applications received

Capturing all the stamped documents from both internal and

External department and sending them to perspective

Individuals

**2. Name of Company : SARS (Cape Town)**

**NATURE OF BUSINESS** : SERVICES

Position : Customer Service (taxpayer services)

Period June 2010-January 2011

Key Task Project Tax season for individual’s tax payers,

Registration of new tax payers, Queue management,

Client services and Tax Returns

**References**

1. Mrs S Godwana : Senior State Accountant

Department of Rural Development& Land Reform

Telephone Number : 021-658 4267 or 072 344 5209

2. Miss T Mgijima : Supervisor

: Department of rural Development &Land Reform

Telephone Number : 021-658 4277 or 083 690 3599

3. Mrs Jodamus : Trainer at SARS

Contact number : 083 399 0060

**Statement**

I solely declare the information above is true and correct.

**Z. Sotomela**