**CURRICULUM VITAE**

***OF***

**AYANDA MNGUNYANA**

**PERSONAL DETAILS**

**NAME : Ayanda Francis-Anne**

**SURNAME : Mngunyana**

**IDENTITY NUMBER : 851004 0414 088**

**MARITAL STATUS : Single**

**CONTACT NUMBERS : 073 195 0397 (cell)**

**E-MAIL ADDRESS : mngunyanaayanda@yahoo.com**

**POSTAL ADDRESS : P O Box 1075**

**Scottburgh**

**4180**

**HOME LANGUAGE : IsiZulu**

**OTHER LANGUAGE : English**

**DRIVERS LICENSE : Learners Licence**

**HEALTH : Excellent**

**INTERESTS & HOBBIES : Tennis, soccer and listening to music**

**EDUCATIONAL BACKGROUND**

***HIGH SCHOOL EDUCATION***

**LAST SCHOOL ATTENDED : Scottburgh High**

**HIGHEST GRADE PASSED : Grade 12**

**YEAR : 2004**

**SUBJECTS : IsiZulu 2nd Language HG**

**English 1st Language HG**

**Accounting HG**

**Home Economics HG**

**Geography HG**

**Biology HG**

***TERTIARY EDUCATION***

**NAME OF INSTITUTION : Durban University of Technology**

**DIPLOMA : National Diploma in Management**

**MAJOR SUBJECTS : Financial Management**

**Financial Accounting**

**Management**

**SUBJECTS PASSED : Financial Management 3**

**Financial Accounting 1**

**Production Management 1**

**Administrative Management 1**

**End-User Computing 1**

**Experiential Learning**

**Mercantile Law 1**

**Management 3**

**Economics 1**

**Marketing 1**

**Communication**

***WORK EXPERIENCE***

**NAME OF EMPLOYER : KZN Department of health**

**(GJ Crookes Hospital)**

**POSITION : Finance Intern**

**PERIOD : April 2009 to March 2010**

**POSITION : Volunteering in Finance (Budget)**

**PERIOD : April 2010 to March 2011**

**COMBINED DUTIES:**

* **Updating payments and commitment register**
* **Processing manual payments**
* **Following up on unpaid invoices**
* **Attending suppliers queries**
* **Batching payments for Head Office**
* **Capturing payments and receipts**
* **Capturing SV31(Cost centres)**
* **Compiling journals**
* **General Administration**
* **Raising orders**

***OTHER SKILLS***

**Computer skills i.e. Windows XP, Microsoft office 2007 (Word, Excel, PowerPoint, outlook and Access) Communication skills, interpersonal & analytical skills. Presentation skills, good report writing skill.**

***RELEVANT PRESCRIPTS***

**I have good understanding of the following legislations:**

* **Public Service Code of Conduct**
* **Public Finance Management Act (PFMA)**
* **Public Service Delivery (Batho Pele)**
* **Treasury regulations**

***REFERENCES***

1. **Mr P Zama**

**OCCUPATION : Acting Finance and systems Manager**

**INSTITUTION : KZN Department of Health (GJ Crookes Hospital)**

**CONTACT NUMBER: 039 978 7000 (Office)**

1. **Ms R.E Weldon**

**OCCUPATION : Supply Management Officer**

**INSTITUTION : KZN Department of Health (GJ Crookes Hospital)**

**CONTACT NUMBER: 039 978 7000 (Office)**