

CURRICULUM VITAE OF MISS NANDILE MHAMBI

PERSONAL DETAILS

Name & Surname	Nandile Mhambi
Identity Number	9711140696 082
Gender	Female
Residential Address	30 Beaumont Cres Kuilsriver 7580
Contact Details	062 541 2054 (cell)
Email Address	nandilemhambi@gmail.com
Marital_status	Single

EDUCATIONAL QUALIFICATIONS

Secondary Education

School Attended	Unathi High school
Highest Standard Passed	Grade 12
Year Obtained	2014

Tertiary Qualifications

Institution Attended	Cape Peninsula University of Technology
Qualification obtained	ND: Financial Information Systems
Major courses	Financial Accounting; Management Accounting, Financial Information systems, Software skills
Year obtained	2020

Institution	Cape Peninsula University of Technology
Qualification obtained	NHC: Financial Information Systems
Major courses	Financial Accounting; Cost Accounting, Internal Auditing, Software skills and Financial Information Systems
Year obtained	2018

Skills	Computer software	Knowledge	Attributes
Administration; Communication (Both verbal & written); Listening; Project Management; Financial management; Planning; Report writing; Research; Conflict handling; Decision making; Problem solving;	Microsoft Packages & Outlook; Pastel Accounting, SAP, Visual Studio.	Constitution of the Republic; PFMA; Treasury Regulations; GRAP; GAAP; Instruction notes; Income Tax Act and Batho Pele Principles	Integrity; Responsibility; Confidentiality; Trustworthy; Professionalism; Teamwork orientated; Ability to work under pressure

Employment History

Company

Position

Duties

Just Retirement South Africa

Client service and Administrator Learnership(1 year)

Update static data to CRM

Complete ROT/Annexures

Update CPI values

Update Markets

Close policy documents

Submit Tax directive

Check FICA documents

References

Robyn Abrahams

Contact number

Email Address

Operations Specialist

021 200 0463

rabrahams@justsa.co.za