**CURRICULUM VITAE**

**OF**

**Faith**

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|  | **PERSONAL DETAILS** |
|  |  |
| NAME | : Faith |
| NATIONALITY | : South African |
| MARITAL STATUS | : Single |
| GENDER | : Female |
| DATE OF BIRTH | : 11 May 1983 |
| HOME LANGUAGE | : IsiZulu |
| OTHER LANGUAGE | : English, Afrikaans, Sesotho, Xhosa |
| LEARNER’S LICENCE | : Code 10 |
| EMAIL ADDRESS | : [faith.379881@2freemail.com](mailto:faith.379881@2freemail.com) |

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|  | **EDUCATION AND QUALIFICATIONS** | |
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|  | 1. INSTITUTION | : Vaal University of Technology |
|  | QUALIFICATION | : National diploma: Internal Auditing |
|  | YEAR OBTAINED | : 2007 |
|  | INSTITUTION | : Tshwane University of Technology |
|  | QUALIFICATION | : B-Tech: Internal Auditing |
|  | CURRENT STUDYING |  |
|  | **2.** INSTITUTION | : Guarantee Trust Corporate Support services (Pty) |
|  | QUALIFICATION | : FASSET funded Work Readiness Program |
|  | YEAR COMPLETED | : 2009 |
|  | POINTS COVERED IN THE | : Basic Bookkeeping, Virtual Office , Excel |
|  | TECHNICAL ACCOUNTING COURSES | |
|  | **3. SECONDARY EDUCATION** |  |
|  | GRADE COMPLETED | : Matric |
|  | SCHOOL | : R.W Fick S.School |
|  | YEAR | : 2002 |

**COMPETENCIES AND SKILLS**

**COMPUTER LITERACY**

MS OFFICE

1. MS WORD
2. MS EXCEL
3. MS OUTLOOK
4. INTERNET AND EMAIL SKILLS
5. PASTELVERSION 9
6. SAP

**SPECIAL AWARDS/CERTIFICTES**

1. Award in Best Teller (2008)



**EMPLOYMENT HISTORY**

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| **COMPANY** | **:** ABSA Bank | |
| **POSITION HELD** | : Bank Teller | |
| **PERIOD OF SERVICE** | **:** November 2007 to February 2009 | |
| **DUTIES AND RESPONSIBILITIES** | | **:** Provide customer service and sale**s** |
| **COMPANY** | : Eskom |  |
| **POSITION** | : Petty Cashier | |
| **PERIOD OF SERVICE** | : 01 July 2011 –September 2014 | |
| **COMPANY** | : Eskom |  |
| **PERIOD OF SERVICE** | : September 2014–‘till now | |
| **POSITION** | : Assistant Officer Financial Accounting | |

**DUTIES AND RESPONSIBILITIES**: Validate and control petty cash and travel payments,Validate and control invoice payment, Validate and control journals, Month end periodic processing, Maintain effective controls and reporting, Maintain stakeholder management,Maintain an effective verification service

