

CIRRICULUM VITAE FOR PETUNIA S. NDLOVU

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PETUNIA S. NDLOVU

Career Objectives: As a young and highly motivated lady, I endeavour to be a more experienced and highly qualified personality in the financial management field and other related areas.

PERSONAL DETAILS

First Name(s) : Petunia Sakhile
Surname : Ndlovu
Gender : Female
Date of Birth : 29 August 1988
Nationality : Zimbabwean
Marital Status : Single
I.D Number : 56-109008 B 28
Passport Number : BN 989381
Languages : English, Ndebele, Zulu
Religion : Christian

ACADEMIC QUALIFICATIONS

TERTIARY LEVEL

Institution : National University of Science & Technology (NUST)
Duration : Four year programme (1 month Block release)
Qualifications : Transferred to UNISA for Part 4
NQF Level : Level 6

ADVANCED LEVEL

Institution : Mpophoma High School
Duration : 2005-2006
Qualifications : 3 A' Levels
NQF Level : Level 4

Currently enrolled at UNISA and studying B. Comm. Honours in Quantitative Management

WORK EXPERIENCE

2008

Employer : World Vision Gwanda
Duration : 3 month contract (September- December 2008)
Job Title : Casual Enumerator

2009-2010

Employer : Zimbabwe Revenue Authority (ZIMRA)
Duration : 10 month contract (October 2009- July 2010)
Job Title : Student on attachment

2010

Employer : Boneka Images
Duration : 4 month contract (September 2010- December 2010)
Job Title : Internship for Bookkeeping

2011

Employer : Stain Boutique
Duration : 9 month contract (February 2011- October 2011)
Job Title : Assistant Administrator

ATTRIBUTES

- Computer literacy inter-alia Microsoft Word, Excel, Pastel, Power Point, and SAP.
- A devoted Christian and Member of Brethren in Christ Church, taking part in most congregational activities.
- Ability to work under pressure

REFERENCES

National University of Science and Technology
Faculty of Commerce, Finance Department
P. O Box AC 939
Bulawayo
Tel: + 263 9 285 917

Zimbabwe Revenue Authority
Human Resources and Administration
Mhlahlandlela Building, Block C
P.O Box 601
Bulawayo
Tel: +263 9 883 748

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