

NELISIWE HAZEL KABINI

+27 82 504 5572
nelisiwehezel@gmail.com
Soshanguve, 0152
Pretoria

My Profile

Motivated and detail-oriented N6 Financial Management holder seeking in-service training to complete my National Diploma. I bring strong academic knowledge in accounting, business management and computerized financial systems, along with hands-on experience in customer service. I aim to contribute to a finance or accounting department while learning and growing in professional environment.

Biographical

Name : Nelisiwe Hazel
Surname : Kabini
Nationality : South African (ID: 0302210680088)
Language : English - Read, Speak and Write
 : IsiNdebele - Read, Speak and Write
 : IsiZulu - Read, Speak and Write
EE/AA status : African Female
Marital status : Single

Education

Nated Certificates in Financial Management – Completed November 2024

At Nkangala TVET College, Siyabuswa, Mpumalanga (South Africa)

- Financial Accounting (N4-N6)
- Entrepreneurship and Business Management (N4-N6)
- Cost and Management Accounting (N5-N6)
- Communication (N4)
- Computerised Financial Systems (N4-N6)

National Senior Certificate (Grade 12) – Completed 2020

Zidobhehle FET School, Mpumalanga (South Africa)

- IsiNdebele
- English
- Accounting
- Business Studies
- Economics
- Mathematical Literacy
- Life Orientation

COMPUTER AND OTHER SKILLS

- Debt Recovery & Credit management

- Microsoft Word, Excel, Access
- Sage Pastel Payroll (basic level)
- Data entry, bookkeeping and reconciliation
- File and records management
- Accuracy and Attention to Detail
- Meeting of Deadlines/Target
- Problem solving
- Communication skill
- Teamwork

REFERENCES

Zidobhehle FET School

Reference Name : Mr Maligavhadi
 Relationship : Teacher
 Contact Number(s) : 076 752 9484

In-Service Training Requirements

As part of my National Diploma in Financial Management, I am required to complete 18 months of practical experience in a finance-related environment. I am trained and ready to assist with:

- Bookkeeping up to trial balance
- Financial data entry (Excel, Sage)
- Payroll and petty cash processing
- Reception duties and document management
- General office administration