

# ***CURRICULUM VITAE OF***

## PERSONAL DETAILS

**Surname:**

**First Name:**

**Nationality:**

**Languages:**

**Identity Number:**

**Contact Number:**

**Postal Address:**

**Home Address:**

**Drivers Licence:**

**Hobbies:**

## EDUCATION, COURSES & QUALIFICATIONS

**Education:**

**Qualifications:**

**Current Studies:**

**Other Training:**

**Memberships:**



**Name of Organisation**

**Period of Service**

**Position**

**Duties & Responsibilities**

**Reason for leaving**

<b>Name of Organisation</b>	
<b>Period of Service</b>	
<b>Position</b>	
<b>Duties &amp; Responsibilities</b>	
<b>Reason for leaving</b>	

<b>Name of Organisation</b>	
<b>Period of Service</b>	
<b>Position</b>	
<b>Duties &amp; Responsibilities</b>	
<b>Reason for leaving</b>	

**QUALIFICATIONS**

<b>Completed Qualifications:</b>	<b>Year</b>	<b>Degree/ Diploma</b>	<b>Institution</b>
<b>Current Studies:</b>	<b>Year</b>	<b>Degree/ Diploma</b>	<b>Institution</b>

**SALARY**

<b>Name of Company:</b>	
<b>Total Annual Cost to Company Package:</b>	
<b>Gross Income + Benefits (If Applicable):</b>	
<b>Total Net Income:</b>	

**AVAILABILTY/ NOTICE PERIOD**

<b>1 Calendar Month</b>	<b>30 Days</b>	<b>2 Weeks</b>	<b>Immediately</b>	<b>Other (Please Specify)</b>
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**REFERENCES**

Name of Referee	Designation	Company Name	Contact Number	Signature of Approval
1.				
2.				
3.				

**ACCOUNTING / BOOKEEPING**

	Theoretical	Moderate	Good	Excellent
Debtors				
Creditors				
Salaries and Wages				
Ledger Reconciliation				
Bank Reconciliation				
Fixed Asset Reconciliation				
Cash Book				
Supervision of Accounting Staff				
Payroll				
Payroll Supervision				
Bookkeeping to Trial Balance				
Bookkeeping to Balance Sheet				

**COMPUTER LITERACY**

	<i>Theoretical</i>	<i>Moderate</i>	<i>Good</i>	<i>Excellent</i>	<i>Design</i>	<i>Implementation</i>	<i>Installation</i>	<i>Training</i>
Microsoft Word								
Microsoft Excel								
Microsoft Access								
Microsoft PowerPoint								
Microsoft Project								
Pastel Payroll								
Pastel								
Photoshop								
VIP Payroll								
SAP								
Other:								

**PREFERRED LOCATION**