

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:

CAREER HISTORY SUMMARY

COMPANY	DATE	POSITION

Name of Organisation

Period of Service

Position

Duties & Responsibilities

Reason for leaving

Name of Organisation

Period of Service

Position

Duties & Responsibilities

Reason for leaving

Name of Organisation

Period of Service

Position

Duties & Responsibilities

Reason for leaving

Name of Organisation	
Period of Service	
Position	
Duties & Responsibilities	
Reason for leaving	

Name of Organisation	
Period of Service	
Position	
Duties & Responsibilities	
Reason for leaving	

QUALIFICATIONS

Completed Qualifications:	Year	Degree/ Diploma	Institution
Current Studies:	Year	Degree/ Diploma	Institution

SALARY

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

AVAILABILTY/ NOTICE PERIOD

1 Calendar Month	30 Days	2 Weeks	Immediately	Other (Please Specify)
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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