

SHORT BIOGRAPHY OF SINDISIWE G. SITHOLE

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Alternative Number	033-260 6244

PERSONAL INFORMATION

Surname	Sithole
Full names	Sindisiwe Gloria
Date of Birth	27-02-1984
Ethnic group	Zulu
Nationality	South African
Identity Document	8402270722085
Criminal Record	None
Marital Status	Single
Number of Dependant	None
State of Health	Excellent
Language	IsiZulu, English & IsiXhosa
Driver's Licence	None

SECONDARY EDUCATION

High School attended	Laduma High School
Standard obtained	Exemption
Standard passed	Grade 12
Year Matriculated	2001

TERTIARY EDUCATION

Institution attended	University of KwaZulu-Natal
Degree obtained	Bachelor in Theology
Major Courses	Practical theology Systematic Theology
Year Graduated	2005

OTHER QUALIFICATIONS

Year of study	2011
Institution	Computer College
Studying towards	Pastel Accounting.

PRESENT EMPLOYMENT

Company	Centre for Constructive Theology
Occupation	Office Administrator
Year	2010 (December- present)

Responsibilities:

- *Preparing Income and Expenditure Statements*
- *Compiling audit supporting documentation and answering auditor's queries*
- *Managing and monitoring project cost centres for CCT*
- *Dealing with payment, supplier and account queries.*
- *Processing financial requisitions to ensure payments are timeously made*
- *Dealing with salary queries and requesting salary reports to prepare financial statements;*
- *Managing Petty Cash and float for department and festival projects*
- *Banking - depositing funds, liaising with the bank to ensure payments are made timeously.*
- *Sourcing quotes and negotiating deals with outside suppliers.*
- *Managing CCT funders contractual requirements and agreements*

COMPUTER SKILLS

- Windows 97
- Microsoft Word
- Microsoft Excel
- Internet
- Email- (outlook Express, GroupWise, Gmail, hotmail, mweb)
- Pastel Accounting

