



# Miss Zethu Mtati

✉ zethumtati@gmail.com

☎ 0619727327

◆ Cape town, Western Cape

## PROFILE

I am adaptable, dependable, and have outstanding time management abilities. I am an energetic, self-motivated, responsible and hardworking individual. A mature team player who can adjust to a variety of hard conditions. I am able to operate well in a team setting as well as on my own initiative.

## PERSONAL DETAILS

GENDER  
Female

RACE  
African

DATE OF BIRTH  
26 Feb 1982

## EDUCATION & QUALIFICATIONS

### • Dance Teacher's Diploma

University of Cape Town

Dance Teacher's Diploma · 2002

Achieved

### • BCOMPT in Accounting Sciences

University of South Africa

Accounting · BCOMPT in Accounting Sciences

Enrolled

## WORK EXPERIENCE

### • Centre Manager

Shine Literacy

Oct 2016 – Dec 2021

- Managed and responsible for the day-to-day practical, logistical and operational running of your centre in accordance with the Shine Operational Manual.
- Co-ordinated the induction and training of volunteers. Recruit, manage and support volunteers to act as learning partners to children on the Shine program.
- Liaise with the Principal and other school staff as necessary to ensure good communication and a positive relationship between the Centre and the school.
- Maintain the Shine Centre resource inventory.
- Maintain compliance with relevant organisational policies, in particular Shine's Child Protection Policy and Code of Conduct, and model the Shine ethos in all you do.
- Assist the co-ordination and facilitation of Family Literacy workshops.

### • SPANISH DANCE MODULE LECTURER

UNIVERSITY OF CAPE TOWN

Feb 2016 – May 2016

- Teaching Spanish dance to 1st and 2nd year dance students for a semester.
- Enhancing the theoretical aspect of the dance form.

• DANCE EDUCATOR GRADE 9-12

ZONNEBLOEM NEST SENIOR SCHOOL AND CHRIS HANI ARTS AND CULTURE SCHOOL

May 2013 – Nov 2015

- Teaching Spanish dance to 1st and 2nd year dance students for a semester.
- Enhancing the theoretical aspect of the dance form.

• BOOKKEEPER AND HR ADMINISTRATOR

PDL DISTRIBUTORS

Mar 2013 – May 2013

- Capturing employee details to Pastel payroll.
- Sorting of database.

• MANAGER “ BOOKKEPPER, OUTREACH TRAINING AND DEVELOPMENT

La Rosa Spanish Dance Theatre

Mar 2002 – Mar 2013

- Manage records of staffs’ sick leave and annual leave.
- Maintenance of staff contracts.
- Preparation and capturing of petty cash, cash book, journals and production of monthly accounts to balance sheet in Pastel Express.
- Preparations of Budgets for operations and funding proposals.
- Preparation of quarterly and final Financial Reports.
- Submission of Financial Reports to Auditor.
- Planning and Scheduling of weekly timetabling and daily register, planning and scheduling of satellite teaching.
- Manage staff and students’ disciplinary issues, monitor staffs’ KPAs.

SKILLS

Accuracy	●●●●●
Adaptable	●●●●●
Administrative	●●●●●
Decision Making	●●●●●
Creative Thinking	●●●●●
Communication	●●●●●

LANGUAGES

Xhosa	●●●●●
English	●●●●●
Afrikaans	●●●●●
Spanish	●●●●●

PERSONAL TRAITS

- Calm
- Confident
- Approachable
- Flexible
- Honest
- Determined
- Creative
- Energetic

HOBBIES & INTERESTS

- Reading
- Dancing
- Yoga

REFERENCES

Ntombizanele Mahobe

Training Manager - Nalâ€™ ibali Trust  
☎ 072 081 2495

Maurita Weissenberg

Director - Shine Literacy  
☎ 083 442 6967  
✉ mauritaw@gmail.com

COVER LETTER

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Long Street  
Mowbray  
7700  
[zethumtati@gmail.com](mailto:zethumtati@gmail.com)  
061 972 7327

Attention:

DATE:

Dear Sir/Madam

ZETHU MTATI: APPLICATION FOR

I am writing to apply for the advertised position. I am studying towards a BCOMPT in Financial Accounting and I am left with one module to complete the degree.

Until March 2013 I held the position of Bookkeeper for La Rosa Spanish Dance Theatre. The position came to an end due to lack of funding for the Arts NPO organisation. My passion for Finance was discovered while working there and later enrolled at UNISA to study it. I have a working understanding of basic financial management procedures and accounting principles. I have critical thinking abilities required to foresee challenges and information needs. In addition, I have proficiency in Microsoft and Pastel Accounting Software.

Since then, I have worked in the Arts and Literacy fields, two other great passions of mine. This opportunity has caught my attention and I believe that my experiences, both personal and professional, would make me a very competitive candidate for this position. The key strength that I possess for success in this position including the ability to communicate effectively, experience in financial management, compiling annual budgets and willingness to take initiative in learning new skills and utilizing new software. I strive for excellence in every task that I perform and have the ability to retain confidential information with respect and discretion.

I would like to meet with you to discuss the contribution that I could bring to the organization as a passionate and dependable applicant. In the interim, you can reach me at 061 9727 327 or at [zethumtati@gmail.com](mailto:zethumtati@gmail.com).

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Zethu Mtati