



BELINDA PRZENIOSLO

SAICA Trainee Accountant

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OBJECTIVE Aspiring finance professional seeking to advance my career by leveraging experience in auditing, financial analysis, and tax compliance. Eager to contribute to financial excellence and operational efficiency within a dynamic organization. Committed to professional growth toward a leadership role in finance.

PERSONAL STATEMENT A results-oriented finance professional with strong analytical, problem-solving, and financial modelling skills. I have hands-on experience in auditing, financial analysis, and tax compliance, with a proven ability to deliver accurate financial reports and actionable insights. Skilled in identifying process improvements and enhancing operational efficiency, I am committed to leveraging my expertise to support strategic financial goals while continuously developing my technical and leadership abilities.

SKILLS Technical Skills

- Financial reporting - Preparation of financial statements and consolidations to comply with IFRS principles
- Financial analysis - Ratio analysis, trend analysis and financial forecasting
- Accounting software - Sage, Pastel, Xero, QuickBooks, SimplePay and CaseWare
- Auditing and compliance - External auditing
- Taxation - Tax advisory, corporate tax returns, VAT submissions, PAYE submissions
- Risk management - Identifying and mitigating financial and compliance risks
- Advanced excel skills

Personal Skills

- Attention to Detail
 - Analytical Thinking
 - Problem-solving
 - Excellent Time Management
 - Excellent Communication Skills
 - Adaptability
 - Critical Thinking Skills
 - Organizational Skills
 - Fast Learner
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EXPERIENCE **SAICA Trainee Accountant, ARC Sakhile Chartered Accountants**

18 July 2022 to present

Performed audit and review procedures across various sectors, compiled and consolidated financial statements, and managed account reconciliations. Calculated tax liabilities, prepared tax returns, conducted variance analyses, and ensured compliance with tax laws. Oversaw junior trainees, maintained accurate records, and liaised with clients to resolve financial matters effectively.

Reason for leaving: Completed SAICA Articles

Junior Accountant, PB Solutions

1 July 2020 to 17 July 2022

Provided professional secretarial and bookkeeping services for small to medium-sized enterprises, ensuring accurate financial record-keeping. Managed payroll processing and handled the calculation and submission of tax, VAT and PAYE returns in compliance with regulatory requirements.

Business and Tax Consultant, LBC Professional Services

12 April 2018 to 30 June 2020

I managed various registrations, including company, VAT, PAYE, UIF, and import/export, as well as tax exemptions, PBO, and cross-border certificates. I handled CIPC and SARS returns, workers' compensation claims, facilitated payments, negotiated payment plans, and resolved SARS queries efficiently

Receptionist and Debt Collector, Mellett Attorneys

05 March 2014 to 11 April 2018

I managed reception, switchboard operations, and general administrative tasks, including diary management and preparing legal documents such as demand letters and warrants. I handled debt collection, contacted debtors to arrange payments, filed and delivered legal documents to courts, and managed a high volume of customer and debtor emails, ensuring efficient communication and resolution of matters.

EDUCATION **2025 Regent Business School**

Johannesburg – Post Graduate Diploma in Accounting

Currently enrolled for a post graduate diploma in accounting with a SAICA approved university

2022 – 2024 Boston City Campus

Johannesburg – Bachelor in Accounting

Completed my Bachelor's in Accounting at a SAICA approved university

2021 Akademia

Johannesburg – Higher Certificate in Accounting

2011-2013 Westcol College

Johannesburg – Matric

REFERENCES **Available upon request**