

ADDRESS : 2688 TSOTETSI STREET, SAKHILE, STANDERTON, 2430

CELLPHONE: 069 201 4860

E -M A I L PERSONAL: skomaseko@gmail.com

BONGANI GIFT MASEKO

PERSONAL INFORMATION

Marital Status: Single
Nationality: South African
D.O.B: 12/09/1997
Place of Birth: Standerton

PERSONAL OBJECTIVE

Looking for new challenge to increase my knowledge and grow in the Finance or Administration field. Wanting to make a difference in any organization I join is what I strive in. I believe I will be an asset to any organisation I join.

PROFESSIONAL EXPERIENCE

Nov 2022 – March 2024

Asceng – Thenga Eskom

Position

- Admin Clerk

Job Content:

- Assisting with payroll processing and data management.
- Accounts reconciliation
- Make sure creditors are organised and accurate

Jan 2022 – Aug 2022

Retsebile Primary School

Position

- Admin Clerk

Job Content:

- Capturing Data on the system
- Making copies and filling of documentation for Teachers ✓ Daily use of Microsoft Office

Jan 2020 – Nov 2021

Kingfisher Civils

Position

- Community Liaison Officer

Job Content:

- Recruitment of Local Laborer's and Businesses
- Update the community and workers on the decisions by Management
- Report grievances by workers and community to Management

LANGUAGES

English, Zulu

SKILLS

- Proficiency in Accounting Software e.g. Sage, Quickbooks, SAP and Xero
- Microsoft proficiency in Excel e.g. pivot tables

EDUCATION

Tertiary

Independent Institute of Education – Rosebank College

Qualification: Diploma in Accounting and Financial Computing

Year Obtained: 2019

Secondary School : Stanwest Combined School

Qualification: Matric

Year Obtained: 2015

REFERENCES

Linley
Site Agent
KingfisherCivils
071 763 1367

Tornado Kambule
Principal
Retsebile Primary School
083 760 0802

Gift
Head Engineer
Asceng Thenga
063 600 3829

