

CAROL ANDILE MAIMANE

Finance Professional

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📍 7 Stand No 9 Vaalbank, Libangeni 0449

SUMMARY

Finance Professional with experience in financial reconciliation, administration, and client relations. Demonstrates strong problem-solving skills and the ability to collaborate effectively in team settings. Seeking to leverage my expertise in a dynamic organization.

WORK EXPERIENCE

Malome Funerals

Receptionist and Mortician

Dec 2019 – Mar 2023

- Collected and prepared deceased individuals for burial.
- Offered emotional support to grieving families.
- Assisted with funeral planning for various religious backgrounds.
- Managed client inquiries, ordered coffins, and scheduled funerals.

EBMS CONSULTING

Finance intern

Jun 2023 – Nov 2024

- Prepared **bank reconciliation statements** and **VAT201 schedules**.
- Organized and maintained **accounting source documents** and **client files**.
- Managed **petty cash**, recorded transactions, and balanced accounts.
- Processed **cash payments** and issued **tax invoices** using **Brisk invoicing software**.
- Handled **client emails**, registrations, and declarations.

Libangeni junior secondary school

Teacher's assistant: curriculum assistant

June 2025– November 2025

- Assisted with **lesson preparation** and **classroom activities**.
- Supported **learners individually** and in **groups**.
- Facilitated **assessments** and **record keeping**.
- Maintained **classroom order** and encouraged **participation**.
- Contributed to **school programs** and **extra lessons**.

EDUCATION

Grade 12

Hlalakahle Senior Secondary School

2017

Financial Management

Tshwane South Tvet College

2019

SKILLS

Technical Skills: Microsoft Office Suite (Excel, Word, Outlook), Cash Handling & Invoicing, Financial Reconciliation & Reporting, Brisk Invoicing Software, Bank Reconciliation, VAT201 Preparation, Accounting Document Management

Soft Skills: Client Service, Communication, Team Collaboration, Problem-Solving, Critical Thinking, Organization, Administration, Emotional Support, Classroom Management

CERTIFICATIONS

Call Centre Certificate

Strategic Dynamics PTY (Ltd)

Health and safety introduction certificate

EduCourse

Curriculum training (intermediate and senior phase)

Department of Basic education

LANGUAGES

Sepedi, English, Ndebele

REFERENCES

KS Tjale

Flower Lady, Malome Funerals

☎ 072 497 9274

NV Sebothoma

Administrator, EBMS Consulting

☎ 082 022 8267

L Machaba

Mentor, Libangeni Junior Secondary School

☎ 082 530 4051