

CURRICULUM VITAE

PERSONAL DETAILS

Name : Lindiwe Nothando Vuyelwa
Surname : Present
Identity number : 0005200080082
Date of birth : 20 May 2000
Nationality : South African
Home language : English
Other languages : Tswana, Afrikaans
Marital Status : Single
Gender : Female
Residential address : Yema Street, Potchefstroom, North-West, 2531
Telephone numbers : 078 941 3106
Email : Lindinothando02@gmail.com
Driver's license : Yes
Willing to relocate : Yes

WORK EXPERIENCE

Job Title : **Finance Intern**
Company : North-West University
Location : Potchefstroom
Duration : August 2025 - Present

Key Responsibilities:

- Assisted in the reconciliation of student accounts.
- Performed account corrections by identifying and resolving billing errors and tuition adjustments.
- Drafted and issued official communication (letters and emails) regarding outstanding balances and financial clearance.
- Generated and distributed fee statements and quotations.
- Provided administrative support to the finance team during month-end closing processes.

HIGH SCHOOL EDUCATION

Name of school : Potchefstroom High School for Girls
Subjects : English, Afrikaans, Accounting, Mathematics, Life Orientation, Business Studies, Consumer Studies
Year completed : 2018

TERTIARY QUALIFICATIONS

Name of Institute : North-West University
Qualification : Bachelor of Commerce in Financial Accounting
Year Completed : 2022

Name of Institute : North-West University
Qualification : Bachelor of Commerce Honours in Financial Accounting
Year Completed : 2024

Major Subjects : Financial Accounting, Financial Management, Auditing, Management Accounting, Taxation

ACADEMIC PROJECTS

STRATEGY PROJECT

- Analysed and interpreted financial statements of a real company to assess financial performance and stability.
- Presented findings and recommendations in a clear and concise report, as well as in a group presentation.

RESEARCH PROJECT

- Conducted research on a tax-related issue, applying relevant tax laws and regulations, and prepared a research report based on the findings.
- Developed viable solutions to the issue while considering legal and ethical considerations.

SKILLS

- Financial Accounting Principles and Practices.
- Taxation And Auditing Procedures.
- Microsoft Excel (Microsoft Office Suite), Quickbooks and Outlook.
- Attention To Detail and Accuracy in Data Entry and analysis.
- Strong Communication and Organisational Skills.
- Analytical And Problem-Solving Skills.

ACHIEVEMENTS

GOLDEN KEY INTERNATIONAL HONOUR SOCIETY MEMBER
Recognised for academic excellence and outstanding scholastic achievements.