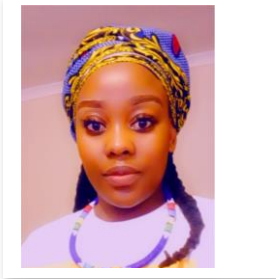


Lerato Mashike

CURRICULUM VITAE



PROFILE

Lerato is a hardworking, reliable and excellent timekeeper. She is flexible in her approach to work duties and has a good sense of humor. She has a diverse skill set, drives innovation and create valuable solutions for clients.

Soft skills:

- Problem solving
- Decision making
- Teamwork
- Customer service



PERSONAL DETAILS

Gender: Female
Nationality: South African
Date of birth: 10 December 1994
Phone: 0827232433
Email: Leratomashike99@gmail.com
Home address: 1156 Thutong street
Block DD Soshanguve 0152



PROFESSIONAL SKILLS

- Inventory management
 - Stock control
 - Purchase orders
 - Invoices
 - Payments
 - Corporate cards
 - Customer query management
 - Financial statements
 - General admin duties
 - Helpdesk
 - Asset management
 - Reconciliations
 - Journals
 - Business analysis
 - Internal audit checklist
- (Also refer to Work experience)



QUALIFICATIONS AND TRAINING

- National N Diploma in Financial Management
- Sales Assistant General Business Start up
- Higher Certificate: Accounting Science – current studies



COMPUTER SKILLS

- MS Office
- Oracle



PROFESSIONAL MEMBERSHIP



LANGUAGES

English



EXPERIENCE

Company: SoluGrowth (PTY) Ltd
Position: Senior Analyst Consultant
Period: 2 May 2022 - July 2024

Scope of work:

- Open, close and cancel purchase orders.
- Purchase requisitions and purchase order approval.
- Update bill to and ship to address on purchase orders.
- Update flex/cost string on purchase order.
- Update business owner/requester and prepare on purchase order.
- Reduce purchase order amount and pulling copy on purchase order.
- GBSC Helpdesk.
- GBSC rematch invoice related: rematch invoices, cancel invoice, change of payment terms.
- Provide proof of payment, release invoice holds, trace invoice.
- Unblock corporate card, increase credit limit, ensure the Expense report is submitted.
- Pulling proof of payment on different bank access as per request.
- Pulling invoice copy and cancel invoice.
- Provide steps on how to receive under self-service receiving.
- Respond to emails and receiving calls.

Company: Tshwane North College
Position: Asset Controller
Period: 1 February 2021 - 28 August 2022

Scope of work:

- Manage the assets by ensuring that all assets of the campus are barcoded and ensuring that furniture are placed in correct place.
- Perform asset verification.
- Asset register: providing forms and keeping records of issues made at the campus eg. assets issuing forms, internal movements and gate pass forms.
- Assisting with submission (what campus required time to time)
- Assisting with preparation for internal audit checklist.
- Ensure that tasks specify in die audit plan are correctly conducted and the results properly recorded.
- Fleet: approving trips authorisation and record car bookings.
- Stock control register: keeping all records of stationary and sanitary issued in stores.

- Inventory management: receiving delivery of inventory items eg. textbooks, stationary, workshop equipment.
 - Recording invoices received.
 - Handling customer complaints.
-

Company: Hollard Insurance Company
Position: Sales Agent
Period: 1 May 2019 - 28 February 2020

Scope of work:

- Selling insurance for cell phones, laptops and cameras.
-

Company: Setumo Sephethe Primary School
Position: Admin Clerk/General work
Period: January 2017 - November 2019

Scope of work:

- Registering new learners.
- Pulling learners' reports.
- Section 21 and Finance: balance reconciliations, journal ledge and filing bank statements.
- Typing, making copies, filing.

Reference:

Name: Mr. Joseph J (Manager Solugrowth)

Contact: 0731779672

Name: Praneetha B (Team Member)

Contact: 0835618843

Name: Mrs. Mpule Seanego (Supervisor Tshwane North TEVT College)

Contact: 0728222311