

KATLEGO PRISCILLA MASEHELA

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Professional Summary

Bachelor of Commerce in Accountancy graduate with a solid academic foundation in financial accounting, auditing, taxation, and financial management. Experienced in client service and reporting through contract roles, where I supported compliance, documentation, and operational efficiency. Recognized for integrity, adaptability, and clear communication, with proven ability to contribute effectively to both client-facing and operational environments. Eager to begin a career in finance, bringing analytical ability, attention to detail, and a growth mindset to support organizational success.

Education

Bachelor of Commerce in Accountancy

University of Limpopo - Completed June 2025

Relevant Modules: Financial Accounting, Financial Management, Auditing, Taxation

National Senior Certificate

Phalatlou Secondary School - Completed December 2016

Work Experience

Product Consultant (Contract)

Smollan, South Africa - (Jul 2025 – December 2025)

- Managed the full customer journey for Bpowerd, from onboarding to product rental.
- Ensured compliance with HSSE and brand standards while maintaining accurate inventory control.
- Produced weekly reports and presentations using Microsoft Excel, Word, and PowerPoint.
- Supported sales growth through KPI tracking and performance reporting.
- Coordinated issue escalation and implemented service improvements to enhance customer satisfaction.

Financial Advisor (Contract)

Liberty Life South Africa – (Apr 2024 - Sep 2024)

- Advised clients on insurance, investment, and retirement solutions tailored to individual financial needs.
 - Built and managed a personal client portfolio while ensuring compliance with FAIS and FICA regulations.
 - Consistently achieved performance targets and sales goals.
 - Strengthened client relationships through trust, ethical standards, and effective communication.
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Skills

- Financial reporting & compliance
 - Data entry & recordkeeping
 - Microsoft Office Suite & Google Workspace
 - KPI tracking & presentation building
 - Written and verbal communication
 - Attention to detail & teamwork
 - Adaptability & willingness to learn
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Certifications and Professional Development

- SAIGA X PSETA Governance Webinar - 18 CPD Points (Sep 2025)
 - Virtual Assistant Certificate - ALX Africa (Oct 2024)
 - Digital Literacy Made Easy - NEMISA (Jun 2023)
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Languages

- Sepedi: Native
 - English: Expert
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References

Available upon request