

Lesego Mapule Baloyi

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📅 2002-06-14 ♀ Female

Profile

A goal-oriented finance professional with demonstrated expertise in financial administration, procurement, and supplier liaison, I possess a robust educational background and a proven ability to navigate dynamic environments. My skills include managing budgets, financial reporting, and resource allocation, alongside procurement and liaison with suppliers to optimize cost efficiency. I am proficient in system data capturing, I enhance accuracy and streamline processes. With strong leadership and communication abilities, I am dedicated to fostering teamwork and continuous learning, thriving under high-pressure conditions to contribute effectively to organizational success in the finance and accounting sector.

Professional Experience

Financial Administrative Officer

01/2023 – 01/2026

Future Africa Campus: University of Pretoria (UP)

Key Responsibilities:

- Control the day to day financial activities of the project and programs in FA, in consultation with other members of staff (project program administrators) as well as campus operations, the Director and Deputy Director.
- Provision of statements and financial reports, assist with budgeting, invoicing and the request of journals between cost centers when required.
- Data capturing and transactions as required by Nebula and PeopleSoft MS.
- Daly bank and related statements.
- Provide regular financial feedback to relevant projects and program staff.
- Draw financial statements and reporting information for internal purposes.
- Liaise with and deal with creditor and debtor information.
- Reconciliation of debtors and creditors statements where required.
- Processing of applications for foreign payments and refund as required.
- File documents and keep records as per UP procedures.
- Assist with obtaining quotations and processing PO's based on request by other staff.
- Keep track of suppliers and pricing information where necessary.
- Place orders and liaise with suppliers.
- Assist with receipt of deliveries and allocate items to the correct custodian.
- Ensure payment of invoices.
- Assist with the most cost effective ways to procure and manage consumables and equipment.
- Assist with transactions required within the Nebula PMS.
- Assist with transaction within the UP PeopleSoft FMS.
- Assist Faculty Accountant with general reporting.
- Follow-up on general queries and ensure they are resolved.
- Assist with updating and keeping records of all financial related issues.
- Assist with annual budgeting processes.

Till Operator

05/2022 – 12/2022

Woolworths

Key Responsibilities:

- Perform till procedures efficiently and courteously to provide exceptional customer service.
- Ensure theft and loss control at till point and minimise shrinkage in line with targets.
- Provide customer assistance and respond to enquiries.
- Handle payments and perform stock taking.
- Adhering to Operations manuals and FSC/Display maintenance principle.

Till Operator

01/2022 – 05/2022

KFC South Africa

Key Responsibilities:

- Taking orders.
- Processing payments.
- Addressing customer inquiries and complaints.
- Maintaining a clean workstation.

Education

National Diploma in Financial Service Operations

2023

University of Johannesburg

National Senior Certificate (Grade 12)

2019

Solomon Mahlangu Freedom School

Core Skills

Microsoft Office 365

MS Word, Excel, PowerPoint, Outlook

Budgeting and Budget Control

Financial Expertise

Financial Acumen

Cashflow and Inventory Management

Financial Statement

Experienced

Oracle PeopleSoft

ERP Software

Nebula PMS

Software Proficient

Billing and Invoicing

Experienced

Complex Problem Solver

Technical skills

Data Analysis

Proficient

Communication Skills

Written and Verbal

Time Management

Proficient

Report Writing

Technical skills

Interpersonal Skills

Teamwork and Team Building

Administrative Expertise

Proficient

Languages

Sepedi (Home Language)

English

Xitsonga

Tswana

IsiZulu

References

AVAILABLE UPON REQUEST