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Midrand, 1685

# LINGCWELISWE VILAKAZI

## Summary

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Detail-oriented and analytical Financial Accountancy graduate with hands-on experience as a Planning Administrator at Netstar. Proven ability to manage project schedules, coordinate cross-functional teams, monitor budgets, and support financial planning processes. Skilled in data analysis, budgeting, reporting, and process optimization, with a strong foundation in accounting principles and financial systems. Now seeking to transition into the financial services industry to apply both administrative and financial expertise in a dynamic, growth-oriented environment.

## Experience

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### Planning Administrator

2022 - To Date

Netstar

- Developed and maintained detailed project schedules, ensuring all deadlines were met and timelines aligned across departments.
- Coordinated with cross-functional teams to manage resources and adjust schedules in response to project changes.
- Monitored project progress, tracked task completion, and promptly addressed any delays or issues.
- Provided regular updates to stakeholders and revised plans to reflect project developments.
- Assisted in tracking and managing project budgets, ensuring cost efficiency and resolving any discrepancies.
- Organized and facilitated team meetings to ensure alignment, resolve issues, and maintain project momentum.
- Supported quality assurance efforts by maintaining high standards throughout project planning and execution phases.
- Ensured all tasks met quality requirements and promptly addressed any concerns related to project deliverables.

## Education

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### Degree in Financial Accountancy

2022

North West University

### National Senior Certificate

2016

Mpumelelo High School

## Skills

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- Financial reporting and analysis
- Budget tracking and cost control
- Forecasting and financial planning
- Project lifecycle coordination
- Resource planning and allocation
- Schedule development and maintenance
- Strong numerical and analytical reasoning
- Risk identification and mitigation
- Strong organizational skills
- Stakeholder engagement and relationship building

## Reference

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**Botle Mnikathi**

Key Account Manager | Netstar  
073 895 0095

**Lerato Segakweng**

Supervisor | Netstar  
078 641 0384