

MURUNWA ELLAH MAIMELA 81 5th street, Halfway Gardens,
Midrand,1686 maimelamurunwa@gmail.com +27 69 525 1743/ +27 79 784 1331

SUMMARY

I have completed my National Diploma in Financial Management and looking forward to enhance my career. I want to explore and experience my potential by delivering the best services to the company. I am enthusiastic and energetic, dependable and can be counted upon to finish what I started, I consider myself hardworking, organized, honest and cooperative and I am always willing to learn.

I will endeavour to effectively perform all my tasks as required by the organisation and maintain the standard as defined by you. Given the opportunity, I will perform my duties with perseverance, dedication and loyalty. It is my aim to make and be part of a successful team that is directly involved in making the organisation a success as I believe I have a role to play in making things a success and I am available as soon as possible.

EDUCATION

Khwevha Commerical school

2011-2016

Senior Certificate

Subject: Tshivenda Home Language, English First Additional Language, Mathematics, Accounting, Economics, Business Studies, Life Orientation

Northern Technical College

2017-2019

Diploma In Financial Management N5-N6

Subject: Financial Accounting, Entrepreneurship And Business Management, Computerized Financial Systems, Income Tax, Cost And Management Accounting

EXPERIENCE

ALTERAM SOLUTIONS – COMPENSATION FUND CONSULTANT(INBOUND & OUTBOUND),BRIDGET MAMPATI 082 933 2458 APRIL 2023-CURRENT

Duties:

- Assist clients with submitting their ROE's (Return of Earnings) and verify on SAP Finance if they submitted
- Assist clients by advising the process or follow up of their claims using SAP on Comp Easy system.
- Assist clients with registering with the compensation fund online
- Assisting or verifying if employers are blocked for audit (credit block) on SAP finance
- Sending assessment invoices and statement of accounts to the clients as per their request

generated from SAP Finance

- Checking if payment has been allocated on SAP Finance for clients to acquire their letter of good standing
- Drafting a tender letter for clients that are not registered with the compensation fund.
- Assist clients with escalating their queries (nature change, claim registration employers' registration manually etc.) to the relevant department on SAP CRM
- Assist by verifying if the client's instalment plan has been approved and generate the instalment plan letter on SAP Finance and send to clients
- Create interaction records for all calls received on SAP CRM

JD GROUP TECH- DEBTORS CLERK, MACHAVI T - 081 570 9372 AUGUST 2021- FEBRUARY 2023

Duties:

- Handle invoices and statements (Daily processing of weekly and monthly payments)
- Resolve billing issues
- Report any payment issues to management or the appropriate team
- Follow up on overdue invoices and statements, payments
- Reconcile accounts, processing journals
- Confirmation of payments from the bank credited by customers in our RSA stores and foreign stores (Botswana, Namibia, Swaziland)
- Bank reconciliation
- Creditors reconciliation
- Liaise with the Logistics department to ensure timely deliveries
- Develop monthly sales reports/ insurance report
- Process quotes for insurance claims and wait for the insurance company to approve by claim approval (Outsurance: RSA and Foreign Namibia: King Price, Hollard, Momentum)
- Send claim approval to the stores for processing the clients claim

Pizza Hut- CALL CENTRE AGENT, CHRIS FREEMAN 022 100 0402 OCTOBER 2020 - DECEMBER 2020

Duties :

- Manage large amounts of inbound and outbound calls in a timely manner
- Follow communication "scripts" when dealing with customers
- Identify customer's needs, clarify information, research every issue and provide solutions or alternatives
- Seize opportunities to upsell products when they arise
- Build sustainable relationships and engage customers by taking the extra mile
- Keep records of all conversations in our call centre database in a comprehensible way
- Frequently attend educational seminars to improve knowledge and performance level
- Meet personal/team qualitative and quantitative target

ITINERANT MANAGEMENT CONSULTING AND ADVISORY- BOOKKEEPER ASSISTANT, DOMINIC 063 489 5195 SEPTEMBER 2019 - FEBRUARY 2020

Duties:

- Making journal entries for all receipts, payments, and other financial transactions.
- Filing source documents for all journal entries recorded.
- Posting journal entries to ledger accounts.
- Performing bank reconciliations
- Preparing financial reports.
- Depositing money received by the organisation.
- Issuing invoices for money that is owed to the organisation.

- Paying accounts on behalf of the organisation.
- Performing payroll administration duties.
- Filing tax returns

SKILLS

- Good communication skills (verbal & written)
- Reliable and always willing to lend a hand
- Good customer relationship
- Ability to work in teams and independently
- Ability to work to the deadline under pressure

REFERENCES

Mampati B (Alteram Solutions supervisor) +27 82 933 2458

Machavi T (JD Group supervisor) +27 81 570 9372

Chris Freeman (Pizza Hut Manager) +27 022 100 0420

LANGUAGES

Tshivenda, English, Xitsonga

OTHERS**COMPUTER LITERACY:**

- Micro Soft Excel / Word
- SAP SRS (System, application and products/ SAP Replication Server)
- Thesl (The Silver Lining) TenderSystem
- Public Finance Management Act
- Municipal Finance Management Act
- CompEasy
- SAP(COIDA)



REPUBLIC OF SOUTH AFRICA

National Senior Certificate

Awarded to

MURUNWA ELLAH MAIMELA

Identity number 9709160620081

Examination number 7163611330041

Subject

Tshivenda Home Language
 English First Additional Language
 Life Orientation
 Accounting
 Business Studies
 Economics

%
 72
 60
 67
 48
 43
 30

Achievement level

6
 5
 5
 3
 3
 2
 *



This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to diploma or higher certificate study as gazetted for admission to higher education, subject to the admission requirements of the higher education institution concerned.

With effect from December 2016

M. S. LUMETSA
Chief Executive Officer

170 9404 2053 X



This certificate is issued without alterations or erasure of any kind.



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Council for Quality Assurance in
General and Further Education and Training
South Africa

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See reverse for more information



DEPARTMENT: HIGHER EDUCATION AND TRAINING
 REPUBLIC OF SOUTH AFRICA
CERTIFICATE OF ACHIEVEMENT
N4

FINANCIAL MANAGEMENT

AWARDED TO

MAIMELA MURUNWA ELLAH

IDENTITY NUMBER

9709160620081

WITH EFFECT FROM

2017-12-01

INSTRUCTIONAL OFFERINGS PASSED

* INDICATES DISTINCTION

- MANAGEMENT COMMUNICATION N4
 - COMPUTERISED FINANCIAL SYSTEMS N4
 - FINANCIAL ACCOUNTING N4
 - ENTREPRENEURSHIP AND BUSINESS MANAGEMENT N4
- *****

VERifieer dat hierdie dokument 'n ware afdruk (afskrif) is van 'n oorspronklike dokument wat aan my vir waarneming voorgelê is. Verifieer verder dat volgens my waarnemings daar nie 'n verskeie versanderings op die oorspronklike dokument aangebring is.

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NAME IN PRINT: Maimela Murunwa Ellah

NAME IN DRUKSKRIF: Maimela Murunwa Ellah

FORCE NUMBER: 123456789

LANGSNOEMER: 123456789

SOUTH AFRICAN POLICE SERVICE
 TEMBISA
 12 JUN 2025
 COMMUNITY SERVICE CENTRE
 SOUTH AFRICA POLICE SERVICE

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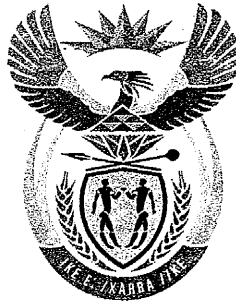
Examination Officer

Director-General

Issued by the Director-General of the Department of Higher Education and Training under delegated authority from the Quality Council for Trades and Occupations



SERIAL NUMBER H 11185674



H 11274575

DEPARTMENT: HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA
**CERTIFICATE OF ACHIEVEMENT
N5**

FINANCIAL MANAGEMENT
AWARDED TO
MAIMELA MURUNWA ELLAH
IDENTITY NUMBER
9709160620081
WITH EFFECT FROM
2018-12-01

INSTRUCTIONAL OFFERINGS PASSED
* INDICATES DISTINCTION

- COMPUTERISED FINANCIAL SYSTEMS N5 *
 - FINANCIAL ACCOUNTING N5
 - COST AND MANAGEMENT ACCOUNTING N5
 - ENTREPRENEURSHIP AND BUSINESS MANAGEMENT N5
- *****

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 FORCE NUMBER
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 NAAM IN PRINT

HANDTEKENING / SIGNATURE: *[Signature]*

RANG: *[Signature]*

RAAK: *[Signature]*

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[Signature]
Examination Officer

[Signature]
Director-General

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SERIAL NUMBER

H 11274575



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DEPARTMENT: HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

NATIONAL *N* DIPLOMA

FINANCIAL MANAGEMENT

AWARDED TO
MAIMELA MURUNWA ELLAH
IDENTITY NUMBER
9709160620081
WITH EFFECT FROM
2021/03/01

MINIMUM TRAINING PERIOD: 3 YEARS

* INDICATES DISTINCTION

COMPUTERISED FINANCIAL SYSTEMS	N4	N5*	N6
COST AND MANAGEMENT ACCOUNTING	N5	N6	
ENTREPRENEURSHIP AND BUSINESS MANAGEMENT	N4	N5	
FINANCIAL ACCOUNTING	N4	N5	N6
INCOME TAX	N6		
MANAGEMENT COMMUNICATION	N4		

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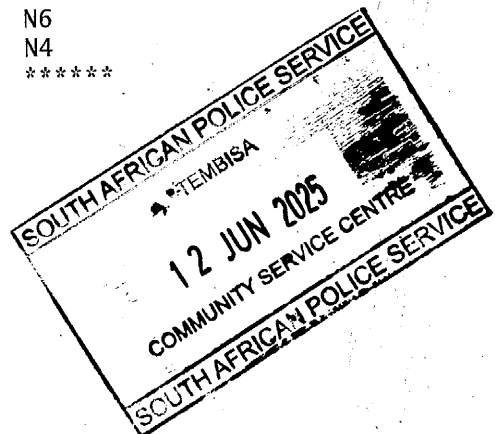
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Director-General

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SERIAL NUMBER

D 10130136

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I.D. No. 970916 0620 081


S.A.CITIZEN

NOTICE OF PERSONAL PARTICULARS

1. Any changes to the personal particulars in your ID Book must be communicated to all relevant parties.

NOTICE OF CHANGE OF ADDRESS

1. Keep this form in this pocket to notify the Department of Home Affairs of a change of address or a change of any particular of your present address (e.g. name of street and/or number etc.)

2. Submit this form at or post to the nearest district office of the Department of Home Affairs.

DEPARTMENT OF HOME AFFAIRS

SURNAME
MAIMELA


FORENAMES
MURUNWA ELLAH

COUNTRY OF BIRTH
SOUTH AFRICA

DATE OF BIRTH
1997-09-16

DATE ISSUED
2013-08-23

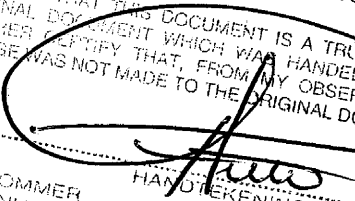
ISSUED BY AUTHORITY OF THE DIRECTOR-GENERAL HOME AFFAIRS




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NAAM IN DRUKSKRIF / NAME IN PRINT: Maimela Murunwa Ellah

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TEMBISA

12 JUN 2025

COMMUNITY SERVICE CENTRE

SOUTH AFRICAN POLICE SERVICE