



Madire Anne Phahlamohlaka

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Objective

Dedicated and detail-oriented accounting professional seeking to contribute to public sector financial operations through accurate reporting, account management, and adherence to regulatory compliance. I am committed to transparency, efficiency, and service excellence.

Experience

- **Mpumalanga Tourism and Parks Agency** March 2020 - February 2022
Finance Intern
 - Verification of assets by maintaining accurate inventory records and conducting physical checks.
 - Preparation and tracking of office supplies and financial materials.
 - Ensuring the accuracy of financial documents, invoices, and supporting records.
 - Data capturing into SAGE with a focus on detail and correctness.
 - Organizing and filing financial documents.
- **MNB Chartered Accountants** July 2022 - January 2024
Financial Administrator
 - Day to day financial operations, including payment processing and bank reconciliations.
 - Payroll processing and Submission of EMP201.
 - Preparation and Capturing of invoices.
 - Verifying the accuracy of financial data and supporting documents before capturing.
 - Maintaining and updating the asset register, ensuring accurate tracking and classification of assets.
- **COENG Engineering Procurement and Construction** February 2024 - Present
Accounts and Payroll Clerk
 - Processing monthly payroll using Sage.
 - Maintaining and updating employee payroll records.
 - Handling accounts payable and receivable functions, including data entry, reconciliations, and reporting.
 - Engaging directly with suppliers and customers to resolve queries and follow up on payments.
 - Preparing and processing invoices, purchase orders, payment batches, and remittance advices.
 - Timely and accurate submission of statutory payments.
 - Maintaining organized records of financial documents for audits and internal reviews.

Education

- **University of Limpopo** 2020
Bcom Accounting
Bachelor's degree
- **Glen Cowie Secondary School** 2013
Grade 12
Admission to Bachelor's degree

Skills

- Sage Accounting and Payroll
- Greatsoft Cloud-CRM and Payroll
- Confidentiality & Professionalism

- Time management
- Communication & Teamwork