

# OLEBOGENG MAKGOKE

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📍 Pretoria, Gauteng, South Africa

## PROFESSIONAL SUMMARY

Detail-oriented Finance Administrator with experience in cash office operations, fee receipting, payment tracking, and financial administration within a registration environment. Currently completing a Diploma in Accounting Science with strong skills in reconciliation, debit order verification, bursary tracking, and accounts support. Proven ability to work accurately under pressure, meet deadlines, and maintain organised financial records. Seeking a Finance Administrator role within a college, university, or corporate organisation.

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## CORE SKILLS

- Cash Office & Payment Processing
  - Data capturing & Recording Keeping
  - Debit Order Verification
  - Customer service
  - Bursary Tracking & Collections
  - Financial Administration
  - SIMS, PayU Reports, Bank Reconciliation
  - MS Excel, Word & Teams
  - Attention to Detail & Time Management
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## WORK EXPERIENCE

### Registration Financial Administrator

Emeris College | Feb 2025 – Present

- Process student payments for application, pre-registration, and tuition fees
- Receipt fees in SIMS using PayU reports and bank statements
- Verify debit order details and supporting documents
- Follow up on outstanding payments and pending registrations
- Track bursaries and request outstanding evidence
- Maintain accurate financial records and registration reports

### Warehouse Assistant

RAM Hand-to-Hand Couriers — Pretoria | Aug 2024 – Jan 2026

- Managed DHL account operations and international parcel consignments
- Maintained proof of delivery records and monitored incoming shipments

- Scanned, sorted, and tracked parcels for accurate distribution
- Investigated shipment discrepancies, damages, and shortages
- Responded to customer enquiries on shipment status
- Compiled daily operational reports and supported process improvements
- Maintained a clean, organised, and safe warehouse environment

### **Administration Clerk**

OK Furniture — Pretoria | Jun 2020 – Jan 2021

- Generated invoices and followed up on customer payments
  - Processed till transactions and prepared cash for collections
  - Maintained administrative and financial records
  - Assisted with accounts administration and customer queries
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### **EDUCATION**

Diploma in Accounting Science (In Progress) — University of South Africa (UNISA)

Higher Certificate in Office Administration — IIE Rosebank College

Diploma in Game Ranch Management — Tshwane University of Technology

Grade 12 (Matric)

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### **ADDITIONAL INFORMATION**

Driver's License: C1 with PrDP | Availability: Immediate