

KATLEGO ALBERT MOLEBATSI (CV)

Phone: 076 442 3144

Email: katlegoa25@gmail.com

Location: Krugersdorp

Willing to relocate/commute:

PERSONAL PROFILE

I am a motivated Finance Officer with strong experience in financial administration, record-keeping, account reconciliation, budgeting support and reporting. I hold a BCom Accounting degree and over two years of hands-on finance experience from a non-profit environment. Adaptable, reliable and eager to grow in junior accounting, bookkeeping or financial clerk roles. I bring strong computer skills, excellent numerical accuracy, and the ability to manage confidential financial information.

WORK EXPERIENCE

Finance Officer

House of Mercy DIC

January 2023 – May 2025

Key Responsibilities:

- Managed financial records, transactions, and supporting documents.
 - Captured and maintained accurate financial data in accounting systems.
 - Performed bank reconciliations, petty cash management and expense tracking.
 - Prepared monthly financial reports for management.
 - Assisted with budgeting, forecasting and compliance reporting.
 - Ensured proper filing, documentation and audit readiness.
 - Coordinated with suppliers, processed invoices and followed up on payments.
 - Supported administrative functions and maintained confidential records.
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Assistant Educator / School Support Roles

Kagiso Secondary School — June 2022 to November 2022

- Supported academic and administrative activities.
 - Assisted with record-keeping and reporting.
 - Developed organisational and communication skills.
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Student Mentor (Part-time)

University of Limpopo

Jan 2020 – Dec 2022

- Provided academic support, mentoring and guidance to students,
- Improving Students communication, leadership and administrative skills.

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EDUCATION

Bachelor of Commerce (BCom)

University of Limpopo, 2016

Grade 12

SG Mafaesa Secondary School, 2010

SKILLS

- Financial Record-Keeping
 - Data Capturing & Filing
 - Bank Reconciliation
 - Accounts Payable & Accounts Receivable
 - Budgeting Support
 - Microsoft Excel (intermediate)
 - Reporting & Documentation
 - Attention to Detail
 - Strong Numerical Accuracy
 - Communication & Administrative Skills
 - Ability to Work Under Pressure
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REFERENCES

1. Ms. LR Bokaba
Kagiso S. School
(BCM HOD)
083 297 8501

2. Mr. T Gallens
Mogale Academy
(Principal)
075 410 5710

3. Maria Mphakathi
House of Mercy DIC
(Manager)
072 412 1920
