

NOSIPHOMTHETHWA

ASPIRING FINANCIAL ACCOUNTANT

CONTACT

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EDUCATION

BCom in Financial Management

UNISA
Current

Diploma in Financial Management

Tshwane University of Technology
2023

National Senior Certificate

Rand Girls' School
2020

SKILLS

- Bookkeeping
- Bank Reconciliation
- Sage
- Microsoft Excel
- Financial Analysis
- Financial reporting
- Payroll

DRIVERS' LICENCE

Code 10 (C1)

PROFESSIONAL OVERVIEW

Finance professional with experience in accounting and financial advisory roles. I am skilled in bookkeeping, payroll, budgeting, and financial planning with strong analytical and problem-solving abilities. Proficient in Microsoft Excel and financial systems. Currently pursuing a BCom in Financial Management to expand expertise and add value to organizational growth.

WORK EXPERIENCE

Accounting Clerk

Black Body Force, Fourways | 2024 November – Currently

- Responsible for maintaining accurate and up-to-date bookkeeping records of all financial transactions.
- Prepared and issued client invoices and quotations using Sage, ensuring accuracy and timeliness.
- Performed regular bank reconciliations to ensure company records aligned with bank statements.
- Managed accounts receivable and accounts payable, including tracking outstanding balances.
- Effectively handled monies owed by debtors and amounts payable to creditors, ensuring proper follow-up and accurate recording.
- Assisted with payroll processing, ensuring employees were paid correctly and on time.
- Managed and reviewed balance sheets and profit and loss statements to monitor financial performance.
- Prepared and presented budget forecasts to support financial planning and informed decision-making

LANGUAGES

English

Proficient

IsiZulu

Proficient

Afrikaans

Intermediate

REFERENCES

Bonno Mosielele

Black Body Force

063 872 1461

Vuyo Gazana

Old Mutual

078 669 1448

Financial Advisor

Old Mutual, Sandton | 2024 April – 2024 October

- Help clients with their financial matters, such as retirement plans, household finances, life insurance or medical aid plans.
- Regularly review and adjust financial plans as clients' needs or circumstances
- Meet with clients to understand their financial goals, needs and current situation.
- Use analytical thinking to adjust to changing circumstances and solve problems.
- Provide advice on investments, savings, insurance, retirement and estate planning.