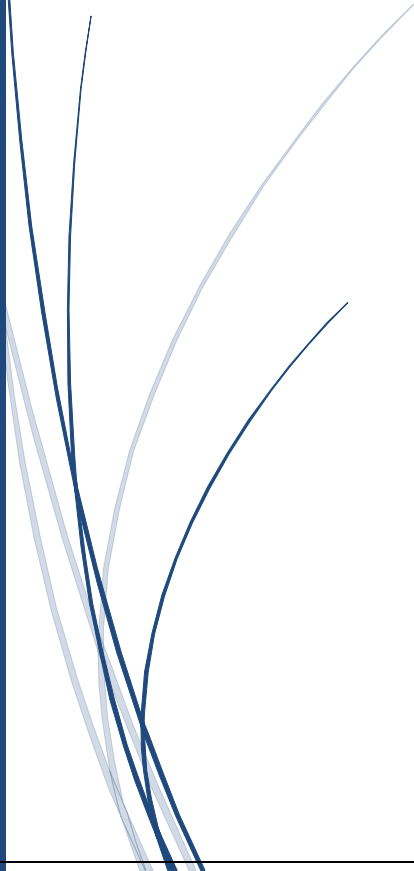


Contact: 074 587 3211

CURRICULUM VITAE

Ofentse Mose



CURRICULUM VITAE

of

Ofentse Mose

PERSONAL DETAILS

Surname : Mose
Full Names : Ofentse
Date of Birth : 27 May 2003
Identity Number : 0305275213083
Gender : Male
Home Language : Sepedi
Other Languages : English, Isizulu, Sesotho and Sepedi
Marital Status : Single
Health : Good
Nationality : South African
Ethnicity : African
Willingness to Relocate : Yes
Own Transport : No Public / Alternative Arrangements
Smoker : No
Disability : None
Drivers License : N/A
Notice Period : Immediately

CONTACT DETAILS

Contact Number : 074 587 3211
Alternative Number : None
Emergency Number : 073 274 4549
E-mail Address : ofentsemose27may2003@gmail.com
Home Address : Plot 7 Rhenosterspruit
Lanseria
1748

KEY AREAS OF EXPERTISE

1. Planning and organizing
 2. Leading and supervising
 3. Analyzing
 4. Commercial thinking
 5. Coping with pressure
 6. Matrix organizational structure
 7. Target driven
 8. Work with people
-

PERSONAL ATTRIBUTES

- Reliable
- Eager & fast learner
- Team player
- Ethical
- Honesty & trustworthy
- Dedicated
- Professional
- Time management
- Friendly
- Natural leader
- Responsible
- innovative
- creative
- Hardworking
- Telephone etiquette

COMPUTER LITERACY

- SAGE Pastel Partner
- MS Excel 2013
- MS PowerPoint 2010
- XERO Accounting
- Simple Pay
- Sage Accounting

EDUCATIONAL QUALIFICATION

Last School Attended : Cosmo City Secondary School
Grade Passed : Grade 12
Subjects Passed : Setswana
: English (First Additional Language)
: Business Studies
: Economics
: Accounting
: Life Orientation
: Mathematics
Year Obtained : 2020

FURTHER EDUCATION

Name of the Institution : Central Johannesburg College
Course : Financial Management N4/N5/N6
Subjects : Management Communication N4
: Entrepreneurship and Business Management N4/N5/N6
: Computerized Financial Systems N4/N5/N6
: Cost Management N5/N6
Year Obtained : 2022/2023

Workplace Experience

Company Name : Harmowize Financial Solutions
Department : Accounting
Position : Accountant [Intern]/Assistance
Duration : 2 years

Experience Gained

Experience Gained (Intern Accountant – 2 Years)

Gained hands-on experience using Xero Accounting, Sage Accounting, and SimplePay for day-to-day financial processing.

Prepared and processed invoices, reconciliations, journals, and VAT submissions.

Assisted with monthly management accounts, including variance analysis and performance reporting.

Handled payroll processing through SimplePay, ensuring accuracy, compliance, and timely submissions.

Performed bank, supplier, and customer reconciliations.

Supported the preparation of audit files and liaised with senior accountants.

Developed strong understanding of financial statements, accounting controls, and workflow management.

Took on responsibilities similar to a full-time accountant, contributing to end-to-end accounting cycles.

Shorter Version

Practical experience with Xero, Sage, and SimplePay, performing full accounting duties including reconciliations, journals, payroll, VAT, and management reporting.

Assisted with month-end close and preparation of management accounts and audit support.

Performed tasks equivalent to those of a junior accountant.

Reference

Name : Mrs Ethel Gara
Position : CEO/CA
Contact : 011 467 0425/073 419 4884

Name : Ms Mellisa Yoramu
Position : Accountant
Contact : 011 467 0425/062 353 5742

Cover Letter

Ofentse Mose
Rhenosterspruit Plot 7 Lanseria 1748
074 587 3211
Ofentsemose27may2003@gmail.com

Dear Hiring Manager,

I am writing to express my interest in the accounting/finance position advertised. With two years of hands-on experience as an Accounting Intern and a strong academic background in Financial Management, I am confident in my ability to contribute effectively to your finance team.

During my internship, I gained extensive practical experience performing a wide range of accounting duties. I worked daily with Xero Accounting, Sage Accounting, and SimplePay, handling tasks such as reconciliations, journal entries, invoicing, payroll processing, VAT submissions, and preparing monthly management reports. My role allowed me to take on responsibilities similar to those of a junior accountant, giving me solid exposure to the full accounting cycle and strengthening my technical and analytical skills.

Academically, I have completed Financial Management N4 to N6 at Central Johannesburg TVET College. I am still awaiting the issuance of my National Diploma, having already fulfilled all necessary requirements on my side. My studies, combined with my practical experience, have equipped me with a strong understanding of accounting principles, financial statements, and internal controls.

I am motivated, detail-oriented, and eager to continue growing within a professional finance environment. I am confident that my skills, work ethic, and commitment to learning would make me a valuable addition to your team.

Thank you for considering my application. I welcome the opportunity to discuss how I can contribute to your organisation.

Sincerely,
Ofentse Mose
