

RONELLE TAMBWE

FINANCIAL MANAGEMENT

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Johannesburg, South Africa

SUMMARY

Highly skilled and detail-oriented financial administrator with 4 years of experience in completing financial statements, accounting journals, month-end recons, fixed asset registers, capturing invoices on Quickbooks, Xero & Astea. Strong problem-solving skills, extremely fast learner, easily adaptable and ability to work effectively in a team-based environment.

SKILLS

- Strong problem-solving
- Interpersonal Skills
- Collaboration
- Critical thinking
- Analytical skills
- Communication
- Leadership
- Attention to detail

WORK EXPERIENCE

Altron Digital Business

Billing Administrator • November 2022 - Present

- *Timely completion of accurate Invoices and financial reports*
- *Handling Billing for major accounts such as PEP, Boxer, Makro, Builders Warehouse*
- *Reviewing and resolving billing disputes*
- *Providing documentation to support audits*

Product One Solutions

Finance Intern - Finance Clerk • July 2021 - October 2022

- *Completing of Accounting Journals – (Cost of Sales and Deferred Journals)*
- *Completing Month-End Recons & Fixed Asset Register*
- *Handling Financial Statements*
- *Capturing invoices on QuickBooks & Xero*

Jireh Trading and Management

Finance Clerk • Jan 2021–Jul 2021

- *Generating and sending accurate invoices and statements to customers*
- *Tracking payments and ensuring that the cash flow into the company is buoyant*
- *Procurement skills developed*
- *Excellent organizational and time management skills*

EDUCATION

Bachelor of Commerce: Financial Management

Independent Institute of Education:
Varsity College • 2017–2020

CERTIFICATIONS

Intermediate Excel Certificate

• 2021