

# TAMARA MPHARALALA

## Personal Information

Names:	Tamara Mpharalala
Contact Number:	0632752892
Email Address:	tamarapmpharalala@gmail.com
Date of Birth:	1999-10-22
Gender:	Female
Nationality:	South African
Home Language:	Venda
Other Languages:	English, Zulu, Xhosa, Tswana
Current Town/City:	Johannesburg

## Education

### **Bethel High School**

Grade 12

2013 - 2017

Status: Completed

#### Major Courses Completed:

Physical Sciences

Life Sciences

Accounting

English Home Language

Mathematics

Afrikaans First Additional Language

Life Orientation

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## University of the Witwatersrand

Bachelors degree in Accounting Sciences

2018 - 2020

Status: Completed

### Major Courses Completed:

Financial Accounting

Taxation

Auditing

Management Accounting and Finance

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## University of Johannesburg

BCTA

2024 - 2024

Status: Completed

### Major Courses Completed:

Accounting

Taxation

Auditing

Finance and Management Accounting

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## University of Johannesburg

Postgraduate Diploma in Accountancy

2025 - In Progress

Status: Incomplete

### Major Courses Completed:

Auditing

Financial Accounting

Management Accounting and Finance

Taxation

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## Work Experience

Financial Services clerk @ **Cliffe Dekker Hofmeyr Inc**

2023 - 2025

- Capture and Allocate matter creditors and Advocate invoices to facilitate client invoicing.
  - Prepare creditors reconciliation and make payment to creditors and advocates monthly.
  - Issue petty cash upon request for cash and allocate to appropriate accounts.
  - Capturing Travel expense claims to relevant accounts.
  - Creditor Ageing analysis .
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## Skills

- Communication and Interpersonal skills
  - Problem solving skills
  - Ability to adapt in a new environment
  - Flexible
  - Ability to master new skills in a short period of time
  - Proficient in MS Office - Word, Excel, PowerPoint
  - Creditors reconciliation
  - Accounts payable
  - Petty cash
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## Awards/Achievements

2021 - Top 5% of the faculty : **Golden Key Society**

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## Portfolio/Online profile

Linkedin : Tamara Mpharalala

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## References

### **Sean Doorigan**

Founder of Oasis Trading Company

Email: otrade@icon.co.za

Tel/Cell: 083 267 3598

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### **Tabisa Njube**

Business Analyst

Email: Tabisanjube@gmail.com

Tel/Cell: 081 725 4641

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### **Thembeke Maseko**

Non-Executive director

Email: Thembeke.Maseko@standardbank.co.za

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