

ZAMAPHEPHETHE VILAKAZI

FINANCIAL MANAGEMENT GRADUATE

zamoppearl2380@gmail.com | 0711705875 / 0817189197

Pretoria - Willing to relocate

SUMMARY

Detail-oriented Financial Management graduate with over one year of experience in accounting and financial operations. Holds a Postgraduate Diploma in Financial Management and currently working as a Finance Intern specializing in Accounts Payable. Demonstrates a strong work ethic with proven ability to process invoices, reconcile cash books, and support financial analysis. Seeking an opportunity to contribute to organizational success through accurate financial management and continuous process improvement

EDUCATION

TSHWANE UNIVERSITY OF TECHNOLOGY

Diploma In Financial Management - 2022

Advanced Diploma In Financial Management-2023

Postgraduate Diploma in financial management - 2025

WORK EXPERIENCE

DIGBY WELLS ENVIRONMENTAL FEB 2024 - FEB 2025

- Prepare monthly, quarterly, and annual financial statements and management accounts
- Monitor cash flow and track project expenses
- Manage accounts payables and follow up for outstanding receivables
- Perform supplier and balance sheet reconciliations
- Ensure compliance with accounting standards, internal controls, and company policies
- Prepare audit documentation and support annual financial audits
- Calculate and submit VAT returns for multiple entities
- Reconcile cash balances for local and international entities
- Process fixed assets, purchase invoices, staff claims, and petty cash
- Conduct credit checks and support process improvements to enhance data integrity

MATHOLE BUS SERVICE - JULY 2025 - CURRENT

- Captured and accurately filed 100+ invoices on Sage Pastel
- Performed daily cashbook reconciliations and prepared month-end financial reports
- Processed invoices and job cards, supporting cost analysis and management decision-making
- Conducted bus operational checks and maintained driver information in the FFMS system, including PDP tracking

KEY COMPETENCIES

- Financial statement preparation & analysis (Excel, Business Central)
- Invoice processing & capture (Sage Pastel, Ariba)
- Cashbook reconciliation & financial reporting
- Audit & compliance documentation
- Data integrity & process improvement
- Strong communication
- Attention to detail & problem-solving
- Time management & project tracking

REFERENCES

- Miss KN Nkosi
- Supervisor - Digby wells environmental
- +27 79 559 5454
- MRS Nemailli
- Lecture - TUT
- +27 83 863 7979



REPUBLIC OF SOUTH AFRICA
NATIONAL IDENTITY CARD

Surname:
VILAKAZI
Names:
ZAMAPHEPHE THE PEARL
Sex:
F
Nationality:
RSA
Identity Number:
0107240827082
Date of Birth:
24 JUL 2001
Country of Birth:
RSA
Status:
CITIZEN



Signature:

Vilakazi



109633780

0507

Date of Issue:
20 JAN 2019

Conditions:
This card has been issued by the
Department of Home Affairs in terms of the
Identification Act, Act 68 of 1997
If found please return to the Department of Home Affairs
For enquiry or verification purposes contact 0800 80 11 30

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DIE OORSPRONKLIKE DOKUMENT WAT AAN MY VIR WAARNEMING VOORGELE
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WYSGING OF VERANDERING OP DIE OORSPRONKLIKE DOKUMENT
WANGEBRING IS NIE.

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CERTIFY THAT FROM MY OBSERVATIONS, AN AMENDMENT OR A CHANGE
WAS NOT MADE TO THE ORIGINAL DOCUMENT.

HANDTEKENING
SIGNATURE.....

[Handwritten Signature]

PERSAL NOMMER
PERSAL NUMBER.....

71836462 RANG RANK.....

NAAM IN DRUKSKRIF
NAME IN PRINT.....

Malharin

SOUTH AFRICAN POLICE SERVICE

FINANCE
SINOVILLE

2026 -01- 19

PO BOX 964
MAGALIESKRUIN 0150

SOUTH AFRICAN POLICE SERVICE

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 2026 -01- 19
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SOUTH AFRICAN POLICE SERVICE



REPUBLIC OF SOUTH AFRICA

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National Senior Certificate

Awarded to

ZAMAPHEPHETHE PEARL VILAKAZI

Identity number 0107240827082

Exam number 6191210100233

Subject	%	Achievement level
IsiZulu Home Language	78	6
English First Additional Language	74	6
Mathematics	31	2
Life Orientation	91	7
Accounting	58	4
Business Studies	70	6
Economics	53	4
*****	***	*

This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to bachelor's degree, diploma or higher certificate study as gazetted for admission to higher education, subject to the admission requirements of the higher education institution concerned.

With effect from December 2019

M.S. LAKOMETS
 Chief Executive Officer

200 8734 6591 W



This certificate is issued without alterations or erasure of any kind



UMALUSI



Council for Quality Assurance in
 General and Further Education and Training
 South Africa

1343460



Tshwane University of Technology

We empower people

DIPLOMA

IN FINANCIAL MANAGEMENT

Awarded to

ZAMAPHEPHETHE PEARL VILAKAZI

221007964

2001-07-24


Having complied with the
Requirements of the Act and Statute



2022-12-15

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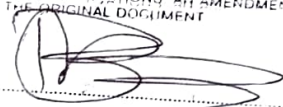




Vice-Chancellor and Principal
On behalf of Council and Senate

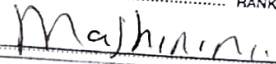

Registrar

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Tshwane University of Technology

We empower people

ADVANCED DIPLOMA

IN
FINANCIAL MANAGEMENT
(CERTIFIED FINANCIAL ANALYST)

SOUTH AFRICAN POLICE SERVICE

Awarded to

ZAMAPHEPHETHE PEARL VILAKAZI

221007964

2001-07-24

Having complied with the
Requirements of the Act and Statute

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DIE OORSPRONKELIKE DOKUMENT WAT AAN MY VIR WAT
OORSPRONKEER VERBEET DAT, VOLGENS MY WAARNEMINGS DAAR NIE
OF VERANDERING OP DIE OORSPRONKELIKE DOKUMENT
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BY THAT THIS IS A TRUE REPRODUCTION (COPY) OF THE ORIGINAL
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SOUTH AFRICAN POLICE SERVICE

NAME
NUMBER
Drukkrif
Mashini

Vice-Chancellor and Principal
On behalf of Council and Senate

Registrar

