MISS L C NKUNA CARRICULUM VITAE

PROFESSIONAL PROFILE

My ability to form and maintain positive working relationships with clients and co-workers has been the success of my work over the years. I have been commended and promoted with these qualities as a basis and I strive to maintain the level of service that I provide. I am computer literate with knowledge of pastel partner. I am innovative and can make good decisions. I am organized, self -disciplined and self -motivated; have excellent leadership and administration skills; I am customer and service oriented; deadline and results oriented; pay attention to detail; can work independently or in a team environment; with excellent interpersonal and communication skills (verbal & written); taking ownership and responsibility and I am enthusiastic and passionate about developing my experience and skills

PERSONAL DETAILS:

Names: Lerato Charity
Surname: Nkuna
Date of birth: 05-08-1989
Nationality: South African

Physical address: 737 Taljaard Street, Daspoort, 0082
Telephone number: +27 (0) 73 568 1602
Email: lcnkuna89@gmail.com
Drivers license: Code 8 (B) with own car

EDUCATION:

Current Course: Accounting Technician NQF Level 5 - Institution: Accounting Technician South Africa

Postgraduate Diploma in Forensic Auditing NQF Level 8 - Institution: University of South Africa (UNISA)

Course Completed: Bcompt Accounting Science Degree NQF Level 7

Institution: University of South Africa (UNISA)

Year Obtained: 2016

Certificate completed: Accounting Technician NQF Level 3 and Level 4

Institution: Accounting Technician South Africa

Year Obtained: 2020 and 2023

High School Education: Pretoria West High School

Year Obtained: 2006

Course: Grade 12

RELEVANT SKILLS AND COMPETENCIES

- Team oriented and flexible
- Presentation and facilitation skills
- Deadline oriented and resilient
- Good communication and interpersonal skills with an ability to relate to staff at different levels
- Interacts professionally with clients and colleagues at all times
- Sound understanding of financial processes and controls
- Problem solving skills
- Sound numeric ability
- Ability to adapt and cope with change
- Computer literacy in office automation packages:
    - MS Office Package (Word, Excel, PowerPoint, Outlook, Access)
    - Internet

WORK EXPERIENCE

12 April 2021 – Current

Employer: BMW Centurion
Position: Accountant

RESPONSIBILITIES:

- Daily bank reconciling
- Prepare monthly reconciliations
- Proper and accurate reconciliation of trial balance and timorous clearing of outstanding issues or queries
- Making decisions based on defined policies and procedures
- Prepare remittance advices for each creditor
- Follow up and resolve queries from creditors
- Reconcile creditors' statements
- Check all invoices against orders and delivery receipts
- Verify invoices on the computer system
- Follow up and clear Goods In Suspense items/outstanding orders
- Assist bookkeepers on day-to-day financial matters, reports and questions.
- Prepare and enter journal entries which include correcting entries,
- Assist in year-end closing and audits.
- Assist on monthly General Ledger Recons
- E-filling reporting -VAT201 loading
- Monthly vehicle depreciation
- Fixed Asset Register monthly depreciation run
- Process daily bank statements
- Prepare daily DOC (Daily Operational Cost)
- FIC (Financial Intelligence Centre) reporting
- Prepare daily part obsolescence and used vehicle provisions
- Prepare daily vehicle debtors
- Prepare Monthly Parts recon
- Prepare parts daily floorplan payments

1 September 2017 – 12 August 2020

Employer: Barloworld Toyota Centurion
Position: Bookkeeper

RESPONSIBILITY

- Bank transactions processed to the system timeously and accurately (to the correct General Ledger account) such as interest, bank card commissions, bank charges
- Electronic Funds Transfer prepared for authorization based on authorized requisitions and correctly (to the correct General Ledger account) processed to the system
- Deposits and payments received are allocated accurately (to the correct General Ledger account) and timeously to the correct account and in line with agreed procedures;
- Cash banked daily according to agreed procedures (cash transit company collection and physical banking)
- All sundry accounts paid before due date (such as rental, telephone, municipality) and reconciliation of sundry creditors analyzed weekly; All discrepancies reported to management immediately
- Reconciliation of till account, cash sales and vehicle debtors accounts analyzed daily and all allocations processed daily; Anomalies reported immediately to management
- Petty cash maintained
- Register of all pre-printed stationary kept accurately; Stationary, cleaning materials and refreshment stocks controlled
- Filing and document retrieval accurate timeously and professionally
- Policies, procedures and time requirements adhered to at all times
- Over- and under-payments identified and brought to the attention of financial manager immediately

14 December 2015 – 31 August 2017

Employer: Barloworld Toyota Centurion
Position: Bookings Clerk

RESPONSIBILITY

- Take service bookings
- Allocate booking hours
- Pre Print job cards
- Costing of job cards

7 May 2012 – 30 April 2014

Employer: UNISA Department of Student Funding
Position: Student Administration

RESPONSIBILITIES

- Verify and inspect supporting documents for all payments and journals
- Assist in monitoring compliance, other regulations and policies as well as the application and
- Effectiveness of Internal Control measures with regard to Payments and Receipts, Deposits and Revenue
- Collect information and assist in compiling the compliance certificate report as required
- Assist with the collection of information required for the compilation of financial statements
- Provide supporting documents requested by auditors

30 July 2012 - 12 October 2012

Employer: Department of Basic Education
Position: Team Leader - Internal Auditor for the National EMIS Data Quality Audit

RESPONSIBILITIES

- Conduct reviews of assigned organizational and functional activities
- Evaluate the adequacy and effectiveness of the management controls over those activities
- Plan and execute engagements in accordance with standards.
- Report engagement observations and to make recommendations for correcting unsatisfactory conditions,
- Improve operations and reduce cost
- Perform special reviews at the request of management
- Direct the activities at the request of management

REFERENCES:

Ms Zanele Mbinambina

BMW Centurion Human Capital

Cell: +27 (0) 738 358 679

Miss Marcia Mayaba

Mentor – Dunlop Tyres SA Commercial Director

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Mrs Yandiswa Mdlalose

Women in Automotive South Africa – Founder

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Mr Lungile Spofana

Department of Basic Education: Assistant Director Internal Audit

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