TLOU FLORINA KGATLA

076 302 8572/072 422 4700
tmrinak@gmail.com

Summary

I am punctual, detail-oriented, and objective driven individual and confident in the abilities I do, professional with 5+ years of experience and a proven knowledge of advanced budgeting, accounts receivable, bank reconciliation, cash book, debtors and creditors journals and procurement disposition. Aiming to leverage my skills to successfully fill the financial role at your company.

Education

Vaal University of Technology
Cost and Management Accounting (National
Graduated September 2010
National Diploma

Mpatapata Secondary School
Grade 12
Graduated December 2004

Employment History

Transitliner
Finance Officer
February 2022-update

- Keep accurate records for all daily transactions
- Prepare balance sheets
- Process invoices
- Record accounts payable and accounts receivable
- Prepare monthly, quarterly and annual financial reports
- Reconcile bank statements
- Participate in financial audits
- Track bank deposits and payments
- Assist with budget preparation

Mawethu Suppliers
Administration Clerk
November 2017 – June 2020

- Preparing stationery and textbooks quotations for primary and secondary schools
- Placing orders and invoices at different book publishers and stationery manufacturers
- Perform bookkeeping work, including posting data or keeping other records concerning costs of goods or services or the shipment of goods

My Print Centre
Cashier
November 2015- April 2016

- Resolve customer complaints.
- Cash checks for customers.
- Perform carry-out services once check out is complete
- Issue customers cash refunds and store credits
- Greet customers at the entrance to your establishment

Blouberg Local Municipality
Financial Management Intern
July 2012 – August 2015

- Analyze monthly department budgeting and accounting reports to maintain expenditure control
- compile and analyze accounting records and other data to determine the financial resource required to implement program
- Perform cost-benefit analyses to compare operating programs review financial requests
- Recording costs or other financial budgeting data or provide advance on such systems, based on examination of current financial records

Professional Skills

Pastel: Beginner
Financial administration: Intermediate
Quick Books: Intermediate
MIcrosoft Excell: Intermediate

References

Aubrey Sehlako

Technical Support Manager

Carma

081 769 0204/087 655 6495

aubrey@carmasystems.co.za

MP Maseka
Director
Mawethu suppliers
(082) 398-7870
mawethusuppliers@telkomsa.net
MM Makobela
Makobela
Blouberg Local Municipality
(015) 505-7100
mmmakobela@blouberg.gov.co
Nicole Rossels
Rossels
My Print Centre
(014) 763 2963
nicole@myprintcentre.co.za