

Mpho Makgopa

National Diploma in Financial Management
ID:9504070752086
Date of birth:07 April 1995

License: Code 10 Expire 10 Oct 2028
Female

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ABOUT ME

A versatile professional with experience in operations, logistics, technical administration, and compliance. Completed Grade 12, a National Diploma in Financial Management, and a Higher Certificate in Accounting, and currently completing a BCompt in Accounting (Internal Auditing). Strong in communication, Excel, financial accuracy, supplier management, and workflow optimization, known for adaptability and a methodical, professional working style.

EDUCATION

BCompt in accounting – Internal Auditing: Final Year 2025 (Awaiting result)

University of South Africa (Unisa)

Higher Certificate: **Year Obtained 2021**

University of South Africa (UNISA)

National Diploma: **Year Obtained 2018**

Financial Management at Capricorn for TVET College

High School: **Year Obtained 2013**

Grade 12 at Phafane Senior Secondary School
Subjects: English, Sepedi, Mathematical literacy, Economics, Accounting, and Business Studies

PERSONAL ATTRIBUTES

SKILLS

- Ability to work independently and collaboratively in a team environment
- Computer skills- MS Office
- Familiarity with mechanical components
- Excellent problem-solving skills and analytical abilities
- Detail-oriented with a focus on accuracy and

BASIC FINANCIAL OPERATING SYSTEM

- Basic Accounting system (BAS)
- Sage one accounting system
- Logistical Information System (LOGIS)
- QuickBooks Accounting system
- Zoho Books accounting system
- HSEC Online

BASIC FINANCIAL OPERATING SYSTEM

- Public Finance Management Act (PFMA)
- Preferential Procurement Policy Framework Act (PPPFA)
- Division of revenue Act (DORA)
- Treasury Regulations Act
- Skills Development Act
- Medium Term Expenditure Framework (MTEF)

RELIANCE FLUID HANDLING (PTY) LTD (ENGINEERING COMPANY)

Sales Admin **02/03/2023 – Currently working**

Product Portfolio – Compressors, Pumps, Blowers & Ammonia Refrigeration Systems Main Job Functions:

Budgeting, Forecasting & Targets

- Prepare monthly Budgets and Forecasts together with the Sales Manager.
- Ensure that the budgeted monthly turnover is met and exceeded.
- Improvement of the EBIT margin in service and parts sales.

Operational

- Planning and scheduling work together with the relevant Service Execution team.
- Liaising with the relevant Service Execution team and/or customer on the progress of work.
- Capturing of all leads generated and updating of the installed base.
- Provide a high level of customer service and work to improve customer relations, process, and productivity
- Prepare service quotation for work to be carried out on-site & in the workshop.
- Prepare spare parts quotation for compressors, blowers & steam Turbines.
- Provide a high level of customer service and work to improve customer relations, processes, and productivity
- Liaise and drive internal resources (customer service order acquisition, technical services, parts group, operations, etc.) to satisfy customer requests
- profits for blowers & Compressors.
- Prepare spare parts quotation for compressors, blowers & steam Turbines.
- Liaise and drive internal resources (Customer service order acquisition, technical services, parts group, operations, etc.) to satisfy customer requests

LESEDI INDEPENDENT PRIMARY SCHOOL (DEPARTMENT OF EDUCATION)

School Admin and Finance clerk **01/04/2018 – 28/02/2023**

- Managed office operations and student records.
- Coordinated communication between staff, parents, and students.
- Processed and recorded school fees using Sage One and QuickBooks.
- Managed billing, invoicing, and financial transactions.
- Addressed inquiries and resolved billing issues for parents and staff.
- Prepared financial reports and maintain accurate records.
- Handled payments, issued receipts, and managed collections.
- Assisted with budgeting and financial planning

MECKLENBURG HOSPITAL (DEPARTMENT OF HEALTH)

Finance Experiential Learner **01/09/2016 – 31/03/2018**

Responsibilities / Duties: Procurement

Receiving specification and budget from the BID Committee

- Receiving acquisition forms from SCM
- Handling correspondence with service providers for confirmation of information
- Source quotations from service providers (sending specifications to request quotations)
- Receiving quotations for pre-compliance from SCM
- Record all issued orders in the register
- Coordinates contracts from Head Office
- Check validity periods
- Updating contracts file (removing expired contracts and new contracts)

Expenditure and Budget /Accounts Payables Section

- Assist in processing payments
- Assist in compiling the monthly report
- Assist in updating the commitment and payment register
- Assist in committing the memorandum of goods and services
- Assist in filing payment vouchers
- Assist in compiling the request for shifting / virement of funds
- Assist in managing and capturing of budget
- Assist in budget inputs
- Assist in preparing budget inputs

REFERENCES

Mokabane MC: Sales Director (Reliance Fluid Handling)
Contact: 010 746 8839 / 066 392 7465

Moloto PEL: HOD of Lesedi-Sedi Independent Primary School
Contact: 015 590 1885 / 082 338 5768

Phasha M: Deputy Manager (Mecklenburg Hospital)
Contact: 015 619 9940 / 082 962 5943