VIVIAN MAHORI

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Finance Administrator | Accounts Assistant | Bookkeeper

PROFESSIONAL SUMMARY

Accounting and Finance Junior Professional with progressive experience supporting accounts reconciliation, financial transaction processing, payment administration, and revenue accounting activities within the aviation industry. Demonstrated ability to support invoice capturing, payment processing, recurring journal entries, transaction allocation, ledger balancing, and month-end reporting requirements within fast-paced finance environments. Skilled in reconciling accounts payable, accounts receivable, and general ledger accounts while supporting journal processing, account clearing, and financial reporting activities in alignment with accounting procedures and internal controls. Seeking finance, accounting, revenue accounting, accounts payable, accounts receivable, or financial administration opportunities to further develop accounting expertise and contribute to structured financial operations.

CORE COMPETENCES AND SKILLS

- Bank and Statement Reconciliation
- Invoicing & Data Administration
- Bookkeeping & Financial Administration
- Ledger Management
- IFRS Knowledge
- Suspense Account Review
- Financial Reporting
- Account Reconciliations
- Journal Entry Processing

Other Skills & Core Strengths

- Accounts Clearing Procedures
- Compliance & Administrative Support
- Accounts Payable & Receivable Reconciliation
- Microsoft Office 365
- SAP FI and Sage Systems
- Excellent Communication
- Time Management
- Team Collaboration
- Attention to detail
- Financial Transaction Processing

PROFESSIONAL EXPERIENCE

South African Airways **00/2025 – Present**
Revenue Accounting Intern

- Support reconciliation of accounts payable, accounts receivable, and general ledger accounts to assist with financial accuracy and ledger balancing.
- Assist with financial transaction processing including invoice capturing, payment allocation, and journal entry administration within the finance department.
- Support recurring and manual journal entry processing in alignment with accounting procedures and supporting documentation requirements.
- Contribute to vendor and customer payment administration activities to support accurate financial processing and timely settlements.
- Assist with account clearing activities by reviewing suspense items and supporting allocation of transactions to relevant general ledger accounts.
- Support month-end financial reporting activities through account reconciliation and transaction verification processes.
- Contribute to financial record administration and finance documentation processes within a structured accounting environment.
- Collaborate with finance team members to support compliance with internal controls, accounting procedures, and reporting requirements.

EDUCATION

- Bridging Course, Advance Accounting, Milpark Education, Present
- Bachelor of Commerce in Accountancy, University of Limpopo, 2024
- National Senior Certificate (Grade 12), Alfred Nngwedzeni High School, 2020

REFERENCES

- Available upon request