Dubazana Emily Nhlapo
116 Johannes Ramokhoase Street
Pretoria
0001
KTVR Bus Service

Dear Sir/Madam,

I am writing to express my interest in the available role KTVR Bus Service. With a Bachelor of Commerce in Accounting from the University of Johannesburg, a Diploma in Accountancy, and over five years of hands-on experience in financial management, I am confident in my ability to bring value to your team.

Throughout my career, I have developed a solid foundation in financial accounting, payroll administration, and compliance with industry standards. In my current role as a Financial Accountant and Payroll Administrator at Workerslife Management Services, I oversee daily banking updates, manage cash books, and compile detailed financial reports and timeously payroll payments to employees and third parties. My attention to detail and commitment to accuracy have allowed me to navigate complex accounting processes with efficiency and reliability.

Previously, as a Junior Accountant and Finance Intern, I gained extensive experience processing supplier and customer invoices, preparing payroll journals, and collaborating with HR and payroll teams. This cross-functional exposure has strengthened my problem-solving abilities and enhanced my interpersonal skills.

My technical proficiency includes expertise in Pastel Evolution, Microsoft Dynamics, Sage 300 and the entire Microsoft Office Suite, which I leverage to streamline financial operations. My knowledge of the International Financial Reporting Standards, the Financial Advisory and Intermediary Services Act, and the Companies Act further ensures compliance and integrity in all my work. I thrive in environments that value precision, collaboration, and a forward-thinking approach.

I am excited about the possibility of joining KTVR Bus Service and contributing to your team's goals. I welcome the chance to discuss how my experience and skills align with your needs. I am available at 082 328 3383 or Dubazana.Nhlapo@outlook.com and would be delighted to arrange a time for a conversation.

Thank you for considering my application. I look forward to the opportunity to contribute to KTVR Bus Service

Yours faithfully,
Dubazana Emily Charlotte Nhlapo

DUBAZANA EMILY CHARLOTTE NHLAPO

FINANCIAL ACCOUNTANT

082 328 3383 / 079 505 5236

Dubazana.Nhlapo@outlook.com

116 JOHANNESS RAMOKHOASE STREET
PRETORIA
0001

CODE 10 Driver's License

English

PROFILE

Expert accountant with four years of experience and a passion for numbers. Proven success in managing complex financial statements, budgets, and invoices. I excel at developing creative solutions to accounting challenges. I am seeking a position with a company that values accuracy and integrity.

EDUCATION

Post Graduate Diploma in Financial Accounting
University of South Africa
Date Obtained: Qualification in progress

Bachelor of Commerce in Accounting
University of Johannesburg
Date Obtained: 2018

Diploma in Accountancy
University of Johannesburg
Date Obtained: 2016

SKILLS/ KWOLEDGE

- Pastel Evolution
- Microsoft Dynamics (Business Central)
- Microsoft tools (Excel, Outlook, Word, & PowerPoint)
- Sage 300
- International Financial Reporting Standards.
- Financial Advisory and Intermediary Services act

WORK EXPERIENCE

Financial Accountant / Payroll Assistant Administrator
Workerslife Management Services (Pty)Ltd
May 2023 – Present

Duties involved:

- Payment of third parties, – SARS PAYE, Medical aid etc.
- Monthly journals – Record payroll and ad hoc expenses.
- Review and prepare financial reports up to trial balance. Management Accounts.
- Work hand in hand with the payroll Manager and Finance Manager.

Junior Accountant
Workerslife Management Services (Pty)Ltd
March 2021 – April 2023

Duties involved:

- Processing supplier and customer invoices.
- Monthly Supplier payment.
- Maintain fixed asset register and process depreciation journals.

Finance Intern
Workerslife Management Services (Pty)Ltd
March 2019 – February 2021

Duties involved:

- Daily bank balance update.
- Monthly recording of Cashbooks & Petty cash.
- Compiling monthly reports i.e. VAT etc
  Bank Reconciliation

REFERENCES

Mrs Dineo Manala
Workerslife Management Services (Pty)Ltd
Senior Finance Manager
073 536 2126

Miss West
University of Johannesburg
Former Lecturer (Cost and Financial Management)
011 559 4555