LEBOHANG RAMBA

CONTACT

JOHANNESBURG

0825902052

lramba.1989@gmail.com

SKILLS

- Pastel Partner14
- Pastel Evolution
- SAP Business by Design
- Microsoft Excel
- Accuracy & Accountability
- Team Work
- Communication
- Detail Oriented

REFERENCES

References 1. Nompumelelo Kunene
Financial Accountant at Piotrans (Pty)Ltd
076 786 5378
2. Mduduzi Mhlanga
Procurement Manager at Piotrans (Pty) Ltd
074 451 2477
3. Tshekiso Mothupi
Finance Manager at Piotrans (PTY)LTD
073 452 8445

QUALIFICATIONS

- Diploma in Financial Management
- Currently studying Bachelor of Accounting Science.

Junior Accountant Experienced, hardworking, organized Junior Accountant who is well versed in daily, monthly and annual financial operations and procedures such as electronic records of payments. Able to ensure efficient accounts payable and receivable, a multi tasker and great communicator with an analytical problem-solving approach to work while processing all reconciliations. Highly motivated aspiring Accountant seeking a growth-oriented position.

EXPERIENCE

May 2019 - Current
Junior Accountant ***Piotrans (Pty)Ltd***, Roodepoort, Gauteng

- Capture and reconcile the Creditor's invoices on SAP
- Checking the Creditors age analysis
- Ensuring monthly creditors reconciliations are done timeously and accurately
- GL allocations and variance analysis
- Monthly Reporting up to TB
- Balance Sheets recons
- Online Banking (loading of beneficiaries, loading payments)
- Weekly Cashflow management
- Financial Statements
- Fixed Assets register maintenance
- Supervising daily Finance operations(Payables, Receivables, Procurement)
- Assist with Year-end external audit and internal audit
- Maintaining and processing payroll journal on the System
- Assist Senior Accountant with preparation of monthly/yearly closing
- Loading of Salaries on Online Banking
- Capturing & Filing of Tax Returns (e-filing Vat/PAYE/SDL/UIF)
- Monitor accounts to ensure payments are up to date
- Ensuring all invoices are processed correctly and meets SARS specifications for valid Tax invoices
- Reconciling the Bank reconciliations
- Preparing fixed Asset register file for audit
- Reconcile monthly general ledger balances
- Enter all journal entries into the accounting software

January 2015 - Current
Finance Administrator ***Piotrans (Pty)Ltd***, Roodepoort, Gauteng

- Requesting the invoices from the Creditors
- Processing of Supplier Invoices on Pastel Evolution
- Petty cash reconciliation update
- Preparation of creditor's recons
- Request statements of account from creditors
- Issuing of inventory on Pastel Evolution & create inventory report
- Assist team with adhoc tasks

November 2013 - December 2014
Finance Intern ***Piotrans (PTY)Ltd***

- Capturing Petty Cash
- Processing Purchase Order and Supplier Invoices

- Filling all the documents according to their dates and maintenance of finance records
- Capturing Inventories Receipts
- Year-end stock taking