Phathutshedzo Manwele

Quality Assurance Officer

phathutshedzomanwele@gmail.com
0609563195
Winnie Mandela zone 8
Tembisa, Gauteng

PROFESSIONAL SUMMARY

Detail-oriented professional with 2 years' experience in internal auditing and quality assurance. Skilled in identifying risks, improving processes, and ensuring compliance with standards. Known for delivering accurate reports, supporting quality improvements, and maintaining strong attention to detail.

WORK EXPERIENCE

Quality Assurance Officer

2026-02 – Present

JBMN inc
Pretoria

- Reviewed financial statements to ensure accuracy, completeness, and compliance with accounting standards within deadlines
- Ensured compliance with accounting standards and firm policies.
- Evaluated internal controls in both finance and HR functions
- Detected and corrected discrepancies in financial and payroll records
- Reduced errors by strengthening review and verification processes
- Reviewed accountants' reports to ensure accuracy, completeness, and compliance with IFRS and regulatory requirements before final submission
- Ensured consistency in financial reporting across multiple clients
- Detected misclassifications and ensured proper account allocations
- Reviewed client invoicing processes to ensure accuracy and completeness

Internal Auditor

2024-09 – 2026-01

JBMN inc
Pretoria

- Review financial statements according to IFRS
- Review asset management process
- Review EMP201 data capture before submission
- Review EMP 501 data capture before submission
- Review payroll services
- Advisory on financial reporting
- Review management report for school
- Review VAT report before submission
- Ensured compliance with regulatory requirements
- Evaluated internal controls in both finance and HR functions
- Reviewed client complaints process to ensure proper recording and resolution

Junior accountant

2024-01 – 2024-08

JBMN inc

Pretoria

- Prepare payroll services
- CIPC registration and submission
- Prepare monthly income tax and VAT report
- Information management
- EMP 201 submission
- EMP 501 processing of certificates
- Prepare monthly financial performance report
- Asset management
- Processing invoices on the invoice register
- Preparation of trial balance
- processing of bank statement and bank reconciliation
- Preparation of financial statements

EDUCATION

Diploma in Internal Auditing
Tshwane university of technology
2023

National Senior Certificate
Eqinisweni Secondary School
2019

SKILLS

Professional skepticism | Data analysis and management | Adaptability | Integrity and ethics | Attention to detail | Critical thinking | Microsoft office (excel) and Sage pastel | Simple pay | Draftworx

REFERENCES

S Mbuli
Senior Auditor
JBMN inc
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M Mtshali
Senior Quality assurance officer
JBMN inc
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