TSHEPO LUVUNO

Accounting & Data Analytics Professional
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PROFESSIONAL PROFILE

Detail-oriented Accounting and Finance professional with a Diploma in Accounting & Financial Computing and experience in bookkeeping, reconciliations, financial reporting, administration, and operational finance. Skilled in Sage, Pastel Partner, Xero, QuickBooks and Advanced Excel. Recognised for accuracy, integrity, compliance, and continuous improvement. Recently qualified data analyst with experience in financial business reporting and visualisation/dashboard. Virtual assistance qualification

CORE STRENGTHS

Financial Reporting • Bookkeeping • Accounts Payable & Receivable • Bank & Cashbook Reconciliations • General Ledger • Journal Entries • Audit Support • Internal Controls • Microsoft Advanced Excel • Sage • Pastel • Xero • QuickBooks • Process Improvement • Data Visualization • Microsoft Power BI • Tableau • VAT and TAX compliance

PROFESSIONAL EXPERIENCE

SBV Cash Services | Teller / Bookkeeper (2022–2025)
• Processed high-volume financial transactions.
• Performed daily reconciliations and maintained accurate financial records.
• Prepared reports and supported audits while ensuring compliance.
• VAT and Tax Functions
• Vault Reconciliation
• Reporting and Business intelligence consulting
• Advance Excel and Sage software functions
• Coin and Note Machine operations

Comair LTD | Flight Attendant (2017–2021)
• Managed onboard cash transactions and delivered exceptional customer service in a regulated environment. • Customer Relations • Brand Ambassador • Aviation Safety Officer • Fire Fighting •Dangerous Goods •Advance First Aid Safety and Emergency Training

Murray & Roberts | Administrator (2014–2015)
• Managed documentation, reporting, scheduling, and administrative support. • Technical Assistant • Personal Assistant to Project Manager • Site Assistant Safety Officer Trainee

Rosebank College| Bookkeeper (2014–2015)

EDUCATION

Diploma in Accounting & Financial Computing - Completed — Rosebank College - 2011 - 2012

Data Analytics - Completed - HP Academy - 2025

Virtual Assistant - Completed - ALX Africa Academy - 2026

Professional Foundations - Completed - ALX Africa Academy - 2026

Data Analytics and Data Science Certificate - In Progress - ALX Africa Academy - 2026 -2027

PROFESSIONAL DEVELOPMENT

ALX Africa Hybrid Data Analytics & Data Science (Present)
ALX Professional Foundations
ALX Virtual Assistant
HP LIFE Basic Data Analytics
CompTIA A+ (In Progress)

CERTIFICATIONS

HP LIFE Basic Data Analytics • ALX Professional Foundations • ALX Virtual Assistant • ISO 9001/14001/OHSAS 18001 • Warehouse Operations • Cash Handling