

SUMMARY

I am individual who believe in working hard to achieve her goals. I am ambitious, self-motivated and I always pride myself to being dedicated and my ability of working well under pressure and still producing work in the most accurate manner. Moreover, I work well in a team, with impeccable time management skills, ensuring to always meet deadlines.

I am currently looking for opportunities which will provide career advancement with chance to use and contribute my skills and theoretical knowledge in a practical space. Most importantly, I am looking for an environmental where I will be afforded the chance to learn and grow professionally and as an individual.

CONTACT

MOBILE NUMBER:
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LINKEDIN PROFILE:
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DATE OF BIRTH:

05 April 1985

NATIONALITY

South African

DRIVERS LICENSE

Code C1- 10

MADIGWE GRACE

Accounting Technician south Africa- MAT (SA).

EDUCATION

[School Name]

Global School of Business and Finance

[Qualifications]

AAT-Diploma in Accounting

[Date from -to]

09-September 2019- 26 February 2021

[School Name]

Sekhukhune TVET College

[Qualifications]

Diploma in Financial Management

[Date from -to]

09-January 2009- 27 June 2010

[School Name]

Tshehlwaneng Secondary School

[Qualifications]

Grade 12

[Date from -to]

07-January 2001-05 December 2005

WORK EXPERIENCE

[Company Name]

SAICA Based at T-SHAD – Tembisa Self Help Association of the Disabled NPO

[Date from-to] 09 Sept 2019 – 30 March 2021

[Job Title]

FASSET, SAICA Intern-Financial Controller /Internal Accountant

- Assisting Financial Controller to ensure that all cash received is recorded on receipts book and deposit cash to the bank.
- Ensure that all ledger accounts are reconciled and balanced on a monthly basis.
- Ensure that petty cash is reconciled and accounted for on a weekly basis.
- Summarizes current financial status by collecting information; preparing profit and loss statement, and other finance reports.
- Compile a Monthly, quarterly and annual financial report and submit to DSD.
- Maintains customer confidence and protects operations by keeping financial information confidential.
- Process purchases and Sales invoices
- To follow up on non-payments.

[Company Name]

Kgwana Community Centre

[Job Title]

Finance Officer

[Date from-to]

01 Nov 2016- 07 Jan 2019

- Maintain a strong sense of KGWANA's overall financial situation at all times;
- Process pays cheque/EFT and ensure that bills are paid timeously each month by cheque or EFT;
- Processing travel and subsidy claims.
- Being responsible for assets management;
- Oversee Calculations of employees' salaries, deductions and Contributions.
- Provide a monthly, quarterly and annual financial Reports and an update on grant spending and budget funding.
- Ensure that employers are paid timeously each month.

[Company Name]

Marota-Makgane Primary School

[Job Title]

Administration Assistant-Volunteered

[Date from-to]

01 Jan 2016 -31 Oct 2016

- Typing correspondence
- Filing, Emailing, Faxing
- Dispatch received documents
- Updating information on SA-SAMS database
- Capturing schedules, printing learners 'report
- Attending meetings and Workshops of SA-SAMS

[Company Name]

Sekhukhune cluster: Schoonoord Circuit

[Job Title]

Administration Assistant-In Service Training

[Date from-to]

01 Jan 2014 -31 June 2015

- Assisting NSNP Officer with monitoring the implementation Of the School Nutrition Program at schools.
- Assisting with compiling reports from school visits.
- Assisting NSNP Officer with capturing Claim forms.
- Assisting NSNP Officer with compiling monthly financial reports.
- Assisting with Updating and safe-keeping all the records.
- Assist with Dispatching received documents
- Assist with Updating information on SA-SAMS database
- Assist with Capturing schedules
- Assist with Operating switch board

SKILLS

- Time management
- Communication skills
- Service excellence
- Hard working
- Proactive
- Professional
- Financial Reporting
- Pastel Accounting. Sage 300.

ACHIEVEMENTS

Best performance award in Financial Accounting N4 award and trophy

REFERENCES

Name: Mr Sabela Gumede
Designation: Treasurer TSHAD
Contact number: 081 572 6155
Email: sabela@hotmail.co.za

Name: Ms Dineo Kgalema
Designation: Administration Clerk at Circuit
Contact Number: 013 260 9904

Name: Mrs Mapeu Morewane
Designation: Manager at Kgwana Community Centre
Contact Number: 079 215 8326