

Resume of Penelope Malepe

OVERVIEW:

- One determined individual who is persistence through encountering obstacles.
- I'm flexible and able to change gears and adapt in changing conditions.
- Ability to work in harmony with co-workers and management.
- Eager and willing to add to my knowledge base and skills.
- Problem solving skills.
- Effortless and very effective.
- Able to handle pressure and challenging situations.

CAREER OBJECTIVES:

- Production efficiency and more effective in all circumstances. To acquire skills and competencies that will enable me to perform explicitly.
- Willing to learn more and use the knowledge and skills previously acquired to serve customers effortlessly.
- To work together as a team and with management to give birth to the reality of the vision of the organization.

1. Personal Information

Surname	<ul style="list-style-type: none">• Malepe
First names	<ul style="list-style-type: none">• Tebatso Penelope
Age	<ul style="list-style-type: none">• 30
Gender	<ul style="list-style-type: none">• Female
Race	<ul style="list-style-type: none">• African
Contact Details	<ul style="list-style-type: none">• +27711105654/+27798719315• tebatsopennymalepe@gmail.com
Residential Address	<ul style="list-style-type: none">• Cnr Gordon & Location Street, Brakpan, Gauteng
Postal	<ul style="list-style-type: none">• C1
Drivers License	

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1.1 EDUCATION

Grade Passed	School	Year	Subjects
Grade 12	Moreko High	2011	<ul style="list-style-type: none">• Sepedi Home Language• English First Additional Language• Mathematics• Life Orientation• Accounting• Business Studies• Economics

1.2 TERTIARY EDUCATION

Qualification	Institution	Year	Modules
Bcom Accounting	University of Limpopo	2014	<ul style="list-style-type: none">• Financial Accounting• Auditing• Income tax• Management Accounting
Qualification	Institution	Year	Modules
Advanced diploma in Accountancy (in progress)	University of South Africa	of 2023	<ul style="list-style-type: none">• Accounting• Auditing• Income tax• Management Accounting

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2. EMPLOYMENT HISTORY

Period 1 December 2014-30 June 2018 (3years and 6months)

Position	Accountant trainee
Organization	Mehlala Consulting Chartered Accountants and Registered Auditors
Responsibilities	<ul style="list-style-type: none">• Bookkeeping for variety of companies including NGOs in South Africa• Generating financial statements from trial balance.• Submitting Income tax, PAYE, UIF, VAT, Provisional tax on SARS for companies, NGOs and individuals• Internal and external auditing for different companies• Cost evaluation for companies to be sold.• CIPC registration and returns submission• Government and other advisory services.• Maintaining a very good client service• and relationship Co-operation with management and the team to ensure smooth delivery of work to clients.

Period 1 July 2018-15 December 2018 (6months)

Position	Personal Financial Advisors(sales)
Organization	Old Mutual Financial Advice
Responsibilities	<ul style="list-style-type: none">• Offer clients the services of conducting a needs analysis to identify the financial need(s) of the client.• Provide clients with appropriate financial advice, commensurate with the needs identified during the financial needs analysis.• Recommend suitable products to address the identified need.• Make full and frank disclosures to the client as required in terms of the prescribed financial planning and sales process of the employer and / Any legislative requirement.• Service clients on a regular basis, in a reasonably appropriate way.• Keep accurate records reflecting the interaction with clients, specifically as regards the Financial Services rendered to the client and the rationale therefore.

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Period 1 July 2019-18 August 2023 (4years 1 month)

Position	Bookkeeper and Administrator
Organization	International Rivers Network (NGO, HQ USA)
Responsibilities	<p>Bookkeeping functions (include, but not limited to):</p> <ul style="list-style-type: none"> • Assist the Regional Director with Monthly or quarterly budgeting and tracking of expenses. • Monthly expense accounting • Completion of monthly payroll processing and administration of staff benefits • SARS administration UIF, PAYE, Provisional Tax, and Income Tax. • Providing monthly grant update reports/financial statements • Assist with reporting back to grantor organizations based on agreed upon timelines. • Preparation of donor specific finance reports • Assist in the preparation for the annual finance report. • Tracking and managing documentation of staff expenses and reimbursements • Providing financial support and assistance to our globally dispersed team. • Work with the regional teams to assist in establishing best practices around bookkeeping, budgeting, and grant reporting. • Assist the regions in their accounting and in reconciling their monthly accounts. • Inputting of expenses into IR's accounting system monthly and reconciliation of accounts. • Assist the Finance Manager / Director of Finance / your Finance Department Supervisor in reporting, including but not limited to generating reports from the accounting system and sending the regions their latest financial statements. • Assist the Finance Manager / Director of Finance / your Finance Department Supervisor in preparation of annual budgets and monitoring progress towards financial objectives. • Assist the Finance Manager/Director of Finance/your Finance Department Supervisor in the annual audit and prepare all requested reports. • Track and manage documentation of staff expenses and reimbursements and compile monthly accounting reports for inputting into the global finance system. <p>Admin Functions</p> <ul style="list-style-type: none"> • Provide administrative assistance to the Africa program in all aspects as relates to the running of the Africa Program office, including but not limited to: • Manage relationships with outside consultants and vendors, including printing companies, designers, and publishers. • Ensuring effective and consistent telecommunications • Providing oversight on building/maintenance issues

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	<ul style="list-style-type: none"> • Oversight on insurance of assets. • Providing oversight with regards to temporary office cleaning support • Procure and purchase office supplies, stationery, and equipment! • Take responsibility for ensuring timely legal and reporting requirements for Africa office -Social Development department annual submissions. • Support the Regional Director with all communication as relates to Registration of Companies (CIPC), all aspects related to dealing with the South Africa Revenue Services (SARS), Department of Labor, and other relevant government entities. • Providing logistical support and coordination of program events and meetings
Period	21 August 2023-March 2024 (Retrenched)
Position	Retail Accountant
Organization	African Sales Company (L'Occitane SA, Color Café Zambia, Skins Cosmetics, Dior)
Responsibilities	<ul style="list-style-type: none"> • Process all the standard/ recurring journal entries i.e., depreciation etc. through Syspro. • Obtain leave accrual report from payroll and process journal entries. • Obtain salary share bill from payroll and invoice accordingly. • Upload the bank statement for the month and perform the necessary allocation. • Obtain sales by brand from BI and raise commission invoices against African affiliated companies. • Receive statements from suppliers and reconcile – if differences investigate and clear the differences. • Obtain intercompany invoices from the company and process in retail business. • Finalize intercompany recons before month end close-no further intercompany transactions can be posted post this date. Send customer transaction report for the month to the audit company. • Send all invoices for the month to the auditor. • Review the VAT calculate ensure satisfied process payment for WHT and VAT • Convert the income statement into ZAR and analyze the numbers. • Do all company recons in ZMW. • Ensure income tax computation is done and submitted. • Analyze the company performance against budget and prior year same period. • Prepare a short summary of company monthly performance. • Attend MANCOM

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- Prepare weekly cash book reconciliation.
- Complete bank reconciliations
- Request monthly management fee invoice.
- Check/update fixed asset register for movements during the month
- Process all the standard / recurring journal entries depreciation.
- Process 48.33% mall rate increase accrual for the retail stores
- Process the necessary reallocation journals.
- Month end P&L summary
- Analyze company performance.
- Provide concise commentary.
- Balance sheet reconciliation
- Check/update fixed asset register for movements during the month.
- Process the necessary reallocation journals.
- Process salary, medical aid and pension clearing and leave pay provision.
- Process skins royalty journal.

Period 11 September -30 November 2024 (3 months)

Position	Accountant (Temp)
Organization	Bombela Operating Company (Gautrain)
Responsibilities	<ul style="list-style-type: none"> • Cash book duties- loading of transactions into Sage accounting system • Preparations for Balance Sheet Reconciliation including bank reconciliation • Follow-up on debtors' payments outstanding and dealing with customer queries. • Preparation of monthly cash report for Finance Manager. • Invoicing of operational recoveries. • Distribution of customer statements and invoices • Preparation of monthly fuel consumption, telephone and cell phone reports • Assisting Finance Manager in preparation of budget and forecasts. • Support the Creditors clerk with expense analysis. • Assist in preparation of month end reconciliation file/audit file • Maintaining very good client service and relationship Co-operation with management and the team to ensure smooth delivery of work to clients.

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REFERENCES

MEHLALA CONSULTING	Ramatsobane Bambo Manager 079 043 7375; 0812515375
OLD MUTUAL PFA	Mickey Hariram Manager 011 305 7083; 082 889 1983
INTERNATIONAL RIVERS NETWORK	Africa Program Director-Siziwe Mota 012 430 2029; 060 835 1354
African Sales Company	Head of Finance-Ruramai Munyaka 011 809 4000; 078 883 2094
Bombela Operating Company (Gautrain)	Finance Reporting Manager- Busisiwe Mngomezulu 079 3310 5171; 066 224 7179

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