

# Pamela Releni

Economics and Information Systems Graduate

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## Work Experience



### **Financial Management Intern**

**Eastern Cape Department of Health**

**09/2022 - 05/2024**

Render Financial Accounting transactions:

- Receive invoices and check invoices for correctness, verification and approval
- Process invoices (capturing payments)
- Filing of all documents

Perform Salary Administration support services

- Receive salary advices
- Process advices (capture salaries, salary adjustments, capture deductions)
- File all documents

Perform Bookkeeping support services

- Capture financial transactions
- Record debtors and creditors
- Compile journals

Knowledge of basic financial operating systems (PERSAL, BAS and LOGIS)



### **Language Consultant**

**Callforce Direct**

**03/2019 - 09/2019**

- Teaching English online to foreign nationals
- Conduct lessons to a group of 1 to 6 people (children and adults)
- Teach lessons that focus on reading, listening and speaking
- Motivate and encourage participation amongst students



## Academic History

### **Rhodes University**

#### **Bachelor of Economics**

***November 2017***

- **Economics:** Public Finance, Econometrics, Banking and International Trade Theory, SA Economy, Environmental Economics
- **Information Systems:** Business Analysis, Data Analysis, Systems Analysis

### **Courses:**

#### **TEFL Professional Development Institute**

##### **TEFL certificate (120 hours)**

**Completed: *September 2019***

- Knowledge of classroom management, learning strategies and international teaching
- Understanding of different teaching methods and their application to meet diverse learner needs
- Professional knowledge of English grammar and the capability to educate language learners on such concepts in a relatable manner

### **Alison:**

#### **Diploma in Legal Studies**

**Completed: *July 2022***

- Simple definitions and clear explanations of important legal concepts
- Different types of laws
- How laws are created.

## Skills

- IT Software Packages:
  - Microsoft Office Suite (Word, Excel, PowerPoint and Access)
  - Visual Studio Basic
  - Visio
- Introductory Programming
  - JavaScript
  - HTML
  - CSS
  - SQL
- Basic Financial Accounting Systems (government)
  - BAS
  - PERSAL
  - LOGIS
- Clear, concise writing and editing skills
- Presentation and public speaking skills
- Good organization and prioritization skills
- Innovative problem solving skills
- Excellent team player

## References

Ms. Luzaine Rooi

Senior Financial Admin (Salaries): Eastern Cape Department of Health

084 766 2581

Mr. Vuyo Nkukwana

Assistant Director (Revenue): Eastern Cape Department of Health

084 908 2483

Mrs Vovo Waxa

Director (Revenue): Eastern Cape Department of Health

083 378 0121