**ALPHA**

**ALPHA.271453@2freemail.com**

# Professional Summary

A Meticulous, self-directed and highly motivated Accounting Assistant, excellent at juggling multiple tasks and working under pressure. A well -presented, all round performer who when given a task, has the ability to work quickly and efficiently without asking too many questions. Broad industry includes Bookkeeping, , Sales, Account receivables, payables, Payroll Accounting and Compliance in Tally ERP 9. Thembie has a proactive attitude and a strong work ethic, she is sure to be able to make a real contribution to the day-to-day operations of any business. She possesses many transferable skills that can be used in a wide section of settings and industries. She learns quickly and adapts well to new technologies.

# Personal Details



**First Names:** Alpha

**Nationality:** Zimbabwe South African

**Ethnicity:** African

**Gender:** Female

**D.O.B:** 08/09/1987

**Home language:** English

**Other Languages:** Ndebele, Zulu, Xhosa, Shona, Northern Sotho

**Driving license:** Code C1

#  Skill Highlights

.- Accounts receivables and payables .- Information management

.- Billing and Collections .- Client Relations

.- Invoice and payment transactions .- Effective communicator

.- Account reconciliations .- Creative problem solving

.- Proficient in Sage .- Customer needs assessment

.- Payroll Accounting. .- Strong communication skills

.-Compliance in Tally.ERP 9 .- Customer Oriented

.- Knowledge of income tax procedures .- Stock Writing reports

-Ms office expert .- Flexible and Periodic financial reporting

.- Proficient in Excel Spread sheet .- Customer service

.- Administrative duties .- Effective time management

.- Filing .- Data processing

.- Superior attention to detail .- IFRS

.- General ledger accounting skills

#  Work Experience

**Bookkeeper Jan 2015 to Current**

**Magnum Tools/A Mass Production** - Johannesburg, Gauteng

.- Invoicing

.- Filling

.- Purchasing Inventories

.- Stock control

.- Administration duties

.- Accounts receivables and accounts payables

.- Process Vat in and output

.- Process Cash book

.- Maintain accounts receivable documentation electronically

.- Enter daily sales and customer count sheets for review by management.

.- Process bank reconciliations and financial reports to verify practice of proper due diligence.

.- Process journal entries, online transfers and payments for all bank and credit card accounts.

.- Personal Assistance (Monitoring the Director's Diary, Travel arrangements)

Contactable ref:

Magnum Tools +27 11 882 4876

**Accounts Clerk Oct 2012 to Jan 2014**

**Insukamini Air-conditioning** - Johannesburg, Gauteng

.- Entered data to the company accounting database to be verified and reconciled.

.- Account receivables and account payables

.- Generated invoices upon receipt of billing information and collection follow up

.- Handling of all correspondence and enquiries from customer and suppliers

.- Processed financial information and payments to guarantee that employees and suppliers were paid accurately in time

.- Managed financial progress by creating quarterly and yearly balance sheets

.- Reconciled company bank accounts

.- Sales

**Assistant Manageress Jun 2009 to Sep 2012**

**Metro Café Bar** - Johannesburg, Gauteng

.- Managing the front of house

.- Attending to customer complaints

.- Managing the client reservation diary

.- Setting up targets for waiters

.- Doing end of shift waiters cash-up

.- Receiving company phone calls

**Supervisor Sep 2007 to May 2009**

**Mugg and Bean** - Johannesburg, Gauteng

.- Worked directly with all company departments ,suppliers, clients and management to achieve

.- improved performance.

.- Stock Control

.- Receiving stock from Suppliers

.- Issuing out stock

.- Ordering stock for the company

.- Making sure all Suppliers are paid and all the stock ordered is delivered to the company in time.

.- Processing and managing customer accounts

# Educational and Professional Training

## Bachelor of accounting Sciences in Financial Accounting, Financial Accounting

FLB/VARSITY COLLEGE/UNISA - Johannesburg, Gauteng, South Africa

## High School Diploma, Business Management

North Eastern City & Guilds Centre - Johannesburg, Gauteng, south Africa

## IGCSE, IGCSE (High School)

Greenwich College - Johannesburg, Gauteng, South Africa

## 2016

**2012**

**2011**