



Raesibe Gladys Mowa

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm writing to express my interest in Finance positions you have. I'm a B.Com in accounting graduate and I have certificate in management and pastel accounting certificate. I'm a hardworking and responsible person and that helps me meet my deadlines every month, I'm currently working as a Creditors clerk at Europcar. I'm studying with Unisa doing Advanced diploma in accounting science, next year will be doing CTA level 2

Preferred occupation	Finance officer
	Finance jobs
Preferred work location	Debtors clerk
	Administrative jobs
	Johannesburg
	Gauteng
	Lebowakgomo
	Limpopo
	Mankweng
	Limpopo
	Pretoria / Tshwane
	Gauteng
	Polokwane / Pietersburg
	Limpopo

Contacts and general information about me

Day of birth	1982-06-19 (43 years old)
Gender	Female
Residential location	Johannesburg
	Gauteng
Telephone number	Information is available only for registered users. Sign in
Email address	Information is available only for registered users. Sign in

Work experience

Working period **nuo 2019.01 iki 2020.12**

Company name Tempest car hire

You were working at: Finance officer

Occupation Creditors clerk

What you did at this job position? Ensure that all authorized invoices are captured accurately • Processing cash on deliver payment request • Payments allocation and expense allocation to correct GL accounts • Dealing with supplier queries • Reconciliation to creditors statements • Preparation of creditors payment, timeously e.g Fuels, maintenance and once off payments Preparation of accruals and send to accountant • Maintaining current age analysis

Working period **nuo 2015.06 iki 2015.11**

Company name South African Revenue Services

You were working at: Administrators

Occupation Service agent

What you did at this job position? Capturing of income tax returns • Processing of new income tax registrations • Change of banking details, addresses and other taxpayer's details • Acknowledgement for scanning – receipt and scanning of documents • Printing statement of account , notice of registration and tax clearance certificate • Logging objections • Processing tax clearance certificate applications • Status checks including outstanding returns , refunds and verifications of banking details

Education

Educational period **nuo 2001.01 iki 2006.11**

Degree Degree

Educational institution University of limpopo

Educational qualification B.Comm(Accounting)

I could work Completed

Educational period **nuo 2018.01 iki 2020.12**

Degree Honours

Educational institution UNISA

Educational qualification Advance diploma in accounting science

I could work Completed by December 2020

Languages

Language	Speaking level	Understanding level	Writing level
Sepedi	fluent	fluent	fluent
English	fluent	fluent	fluent
isiZulu	good	good	good

Computer knowledge

Microsoft outlook,Microsoft excel,Microsoft word,Powerpoint

Additional information

Your hobbies	Listening to music,Going to Gym,Reading magazines
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2007-03-00 (18 years)
Salary you wish	18000.00 R per month
How much do you earn now	13000.00 R per month