



# Albert Lebellang Molale

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I'm an enthusiastic and seasoned accountant with a consistent track record in accounting, as well as in development work. I possess the vision, ability and drive needed for successful development interventions and, have the ability to handle complex scenarios effectively and possess the confidence to work as part of the team or independently. I am now seeking to harness over three years of accounting work in a suitable and challenging role.

Having achieved a solid foundation of knowledge and experience in finance and administration, I am interested in furthering my understanding by seeking a new challenge in a fast-paced, dynamic environment where opportunities are endless. With my background facilitating successful development interventions with ActionAid Lesotho, I have amassed skills in financial analysis and reporting, documentation reviews and office administration. My demonstrated record of effectively coordinating both the program and administrative functions, along with my commitment to optimal result-oriented performance positions me to make a significant impact wherever given an opportunity.

Also, given my experience and consistent record in accounting, combined with my inherent interpersonal, organizational and analytical skills, I am ready to provide an outstanding service whenever given an opportunity and, my love for challenges always serves as an intrinsic reinforcement to cope with the pressure of the work environment.

Preferred occupation

Accountants  
Finance jobs

Finance officer  
Finance jobs

Debtors clerk  
Finance jobs

Preferred work location

Rustenburg  
North West

Johannesburg  
Gauteng

## Contacts and general information about me

Day of birth	1992-09-26 (33 years old)
Gender	Male
Residential location	Welkom Free State
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2019.08 iki 2021.07</b>
Company name	Lesotho Evangelical Church in Southern Africa
You were working at:	Finance officer
Occupation	I'm currently working as the Finance and Administrative Officer
What you did at this job position?	<ul style="list-style-type: none"> <li>• Preparation of monthly payroll for Ministers, Evangelists, Retired Clergy, Staff and, doing the necessary reconciliation;</li> <li>• Processing all deductions, such as pensions, loans, Pay As You Earn (PAYE) as well as monthly schedules for the same and ensuring that relevant payments are made;</li> <li>• Checking the daily cash records/cash in hand and ensuring that discrepancies are investigated and rectifies timeously;</li> <li>• Maintaining log books for all Church vehicles;</li> <li>• Carrying out data capturing;</li> <li>• Managing and organizing and filling of the Church correspondence;</li> <li>• Keeping a record of Parish and Presbytery bank deposits and providing target report of monthly collections;</li> <li>• Compilation of quarterly report of contributions for the church;</li> <li>• Scheduling and coordinating meetings, interviews, events and similar activities.</li> </ul>

  

Working period	<b>nuo 2016.10 iki 2019.07</b>
Company name	ActionAid Lesotho
You were working at:	Finance officer
Occupation	I worked as Finance and Administrative Officer
What you did at this job position?	<ul style="list-style-type: none"> <li>• Planning, Implementation and control of the day-to-day financial management of the organization;</li> <li>• Ensuring sound accounting and prudent financial management and control in the organization;</li> <li>• Preparation, compilation, submission and, documentation of quarterly and annual financial reports to accord with the organization's financial policies and procedures;</li> <li>• Handling petty cash with due care and diligence, as well ensuring financial integrity;</li> <li>• Providing effective administration, logistics, and office services;</li> <li>• Reviewing and formulating policies, procedures and practices for the organization's operations;</li> <li>• Ensuring effective management and use of ActionAid Lesotho's financial resources and assets;</li> <li>• Preparation and reporting of timely and accurate management and financial reports;</li> <li>• Giving prudent financial advice to the organization's management;</li> <li>• Preparing and analyzing on a quarterly basis, the organization's plans and budgets;</li> <li>• Monitoring and evaluation of the organization's internal controls.</li> </ul>

Working period **nuo 2015.10 iki 2016.09**

Company name KBT Jandrell & Co. (Pty) Ltd

You were working at: Sales person

Occupation I worked as a Cash Officer

What you did at this job position? • Daily cash-up balancing; • Transfer of stock to the company branches • Stock maintenance • Preparation of supplier orders • Preparation of customer quotations, account sales and, account refunds • Control over goods received and, on goods transferred to the branches • Stock taking • Till operating

### Education

Educational period **nuo 2011.08 iki 2014.05**

Degree Degree

Educational institution National University of Lesotho

Educational qualification Bachelor of Accounting

I could work I was a full time student through this period.

Educational period **nuo 2016.04 iki 2016.06**

Degree Certificate

Educational institution BAM Consultants

Educational qualification Certificate in Sage Partner Intermediate - Pastel Accounting

I could work I was already working at KBT Jandrell & Co. (Pty) Ltd

Educational period **nuo 2011.04 iki 2011.05**

Degree Certificate

Educational institution Greenlight College

Educational qualification Certificate in Introduction to Computing

I could work I was still a learner.

### Languages

Language	Speaking level	Understanding level	Writing level
Sesotho	fluent	fluent	fluent
English	fluent	fluent	fluent

### Computer knowledge

- Pastel Accounting (Basic).

Computer Skill \_\_\_\_\_  
**Conferences, seminars**

Professional Development \_\_\_\_\_  
 I'm well versed with:

- Course Facilitator Year  
 • Microsoft Office (Word; Excel; Power point)

Microfinance Management (Seminar) Mr. Mosala Letuka Nov 2016 - Jan 2017  
 (Independent Consultant)

Certificate in Sage Partner BAM Consultants April 2016 - May 2016  
 Intermediate - Pastel Accounting (Lesotho)

Certificate in Introduction Greenlight College April 2011 - May 2011  
 to Computing (Lesotho)

### Recommendations

Contact person	Mrs. 'Maitumeleng Ramokotla
Occupation	Assistant Accountant
Company	Lesotho Evangelical Church in Southern Africa
Telephone number	+266 58 519 382
Email address	keletsomakula@ymail.com
Contact person	Mr. Keketso Aloysius Sepere
Occupation	Board Chairman
Company	AfriPride Savings & Credit Cooperative Society (Ltd)
Telephone number	+266 58 507 475
Email address	ksepere@yahoo.com
Contact person	Mr. Mokhethe Emmanuel Pheko
Occupation	Branch Manager
Company	KBT Jandrell & Co. (Pty) Ltd, Mafeteng
Telephone number	+266 59 518 266

### Additional information

Your hobbies	- Singing - Reading - Playing Soccer
Driver licenses	None
Salary you wish	12,000.00 R per month

How much do you earn now

4,242.00 R per month