



# Thabelo Muthige

Curriculum Vitae (CV)

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

Muthige Thabelo Bridget

Preferred occupation  
Dear Hiring manager,

Bookkeeper  
Administrative jobs

When I learned of your search for an analytical, organized, and highly skilled Financial Accountant to

join your team, I hastened to submit the enclosed resume for your review. With extensive

Preferred work location

South Coast (Ugu)  
KwaZulu-Natal

accurately performing a full range of day-to-day accounting responsibilities, I am well positioned to

### contacts and general information about me

Day of birth 1996-06-29 years old

Excel

Female

Residential location

South Coast (Ugu)  
KwaZulu-Natal

across various industries throughout my 4-year career—along with my expertise in adhering to

Telephone number regulatory and policy guidelines—prepares me to make a significant impact on your company.

Highlights of my experience and qualifications include the following:

Email address

Accurately and expeditiously facilitated bank reconciliations, risk assessments, auditing processes,

invoice collection, year-end preparations, fixed assets, and month-end closing while providing a

### Additional information

superior level of service and support to realize optimal financial performance.

Salary you wish 8000 R per month

Successfully cleaned up company accounts by uncovering and writing off old debtors and duplicate

How much do you earn now 6500 R per month

creditors, clearing journals, and reclassifying expenses and assets in conjunction with external

accountants.

Slashed invoice processing time in half by developing and rolling out a new job costing

system.Excelled within time-sensitive, fast-paced atmospheres while resolving issues and ensuring

compliance with internal policies and regulatory guidelines.

With my experience in general accounting operations, combined with my interpersonal and

organizational skills, I am ready to provide outstanding service within your company. I look forward

to

meeting with you and discussing how I am prepared to make a strong contribution in this role.

Thank you for your time and consideration.

Sincerely,