



Mavelous Malele

Curriculum Vitae (CV)

What job i'm looking for? My positive points

My key skills

- Financial Reporting: Proficient in preparing financial statements and analysing financial performance.
 - Taxation Knowledge: Understanding of tax regulations and compliance requirements.
 - Auditing and Risk Management: Familiar with internal and external audit processes.
 - Management Accounting: Competent in budgeting, cost analysis, and decision-making processes.
 - Problem Solving: Strong analytical and critical thinking skills.
 - Communication: Ability to explain complex financial concepts clearly.
 - Attention to Detail: Precision in financial record keeping and reporting
- I am deadline driven and willing to work overtime if necessary, I have Strong communication skills and good business acumen. I can work efficiently in a team and a knowledge sharing environment, I have sound knowledge of the financial reporting process, and I can analyse financial statements. I have solid technical aptitude, analytical and problem-solving skills, a critical thinker and an openminded individual. Always eager to learn.

Preferred occupation	Accountants
	Finance jobs
Preferred work location	Banking
	Finance jobs
	Johannesburg
	Gauteng
	East Rand
	Gauteng
	Mbombela / Nelspruit
	Mpumalanga
	Pretoria / Tshwane
	Gauteng

I am a motivated and detail-oriented Bachelor of Commerce in Financial Accounting graduate from North-West University, with strong foundational knowledge in Financial Accounting, Taxation, Management Accounting, Auditing, and Financial Management. Eager to leverage my academic knowledge and skills and seeking to contribute to the success of your company while growing professionally.

Education	Polokwane / Pietersburg
	Limpopo

I hold a National Senior Certificate (Grade 12), which I completed in 2018 at Acorns

Contacts and general information about me

to Oaks Comprehensive High School. I then furthered my studies, where I obtained a

Day of birth 2000-03-25 (25 years old)
Bachelor of Commerce in Financial Accounting at North-West University, South Africa. My majors for this degree were: Financial Accounting, Taxation, Management Accounting, Auditing and Financial Management. My Graduation Date was 22 May 2024.

Work experience

Gender	Male
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 2024.10 iki dabar
Company name	Massmart Holdings
You were working at:	Accountants
Occupation	Bookkeeper
What you did at this job position?	<ul style="list-style-type: none"> • Utilising SAP (Systems, Applications and Products) software to action and facilitate the returns transactions for Massmart's subsidiary MAKRO SA. • Utilising PAYU Merchant portal platform in the returns process of MAKRO SA's online and instore purchases. • Using MOATS WEB to make enquiries of return sales that were made in store and online • Handle both online and in-store return transactions, ensuring accurate data entry and processing through SAP and MOATS. • Supporting the finance team during internal and external audits by providing required documentation. • Maintain accurate and up-to-date records of financial transactions in compliance with company policies and accounting standards. • Reconcile entries into accounting systems, ensuring all transactions are accurately reflected and comply with accounting laws and reporting requirements. • Collaborate with other teams to resolve discrepancies and ensure smooth financial operations. • Assist in the preparation of financial reports and documentation to support internal audits and regulatory compliance.

Education	
Educational period	nuo 2019.01 iki 2023.12
Degree	Degree
Educational institution	Northwest University
Educational qualification	Bachelor of Commerce in Financial Accounting

Languages			
Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Sepedi	fluent	fluent	fluent
Xitsonga	fluent	fluent	very good
isiZulu	good	good	basic
SiSwati	good	good	basic
Setswana	fluent	fluent	very good

Computer knowledge

Microsoft word
Excel,
Power point
Outlook
Teams

Recommendations

Contact person	Mrs Sorina Cortez
Occupation	E-commerce division manager at Genpact
Company	Genpact
Telephone number	0834198820
Contact person	Mrs Vimla Kalichuran
Occupation	Assistant Processing Associate at Genpact
Company	Genpact
Telephone number	0728556818
Contact person	Mrs Lovedelia Kganakga
Occupation	Lecturer
Company	North West University
Telephone number	0782960853
Contact person	Mr Rhaveti Ramabubuda
Occupation	Principal
Company	Acorns to Oaks Comprehensive High School
Telephone number	0728893106

Additional information

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2023-11-00 (2 years)
Salary you wish	R10000 R per month
How much do you earn now	R7200 R per month