



Dikeledi Portia Phadu

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Financial Clerk / Bookkeeper

- Prepare and process invoices, bank reconciliations, and journal entries
- Maintain and reconcile cash book and general ledger accounts
- Draft monthly, quarterly, and annual management accounts for SMEs.
- Assist in compiling Annual Financial Statements (AFS)
- Submit VAT, PAYE, and income tax returns
- Administered payroll for multiple clients and insurance claim submissions
- Organize audit files and ensure compliance with regulatory standards

Preferred occupation	Bookkeeper Administrative jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1999-04-29 (26 years old)
Gender	Female
Residential location	Johannesburg Gauteng
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Additional information

Salary you wish	15000 R per month
How much do you earn now	10000 R per month