



# Philile Twala

Curriculum Vitae (CV)

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

Capture all payments and allocate to cashbook.

Prepare monthly reports

Compare the amounts in the Cash account in the general ledger to the amounts appearing on the bank statement

Prepare internal remittance advises and capture EFT or cheque payments to suppliers.

Capture, check and Release payments (Foreign and Local)

Monitor cash flows and provide treasurer with balance

Check outstanding items on the currency accounts and query outstanding items

Checking documentation relating to offshore payments

Load requisitions to SAP system and submit for approval.

Follow up on the status of the Purchase Orders, requisitions

Email the purchase orders to the supplier and the requester.

Resolve supplier queries for credit notes and invoices

Arrange and review payment of employee claims.

Change an authorized Requisition form into a purchase order on the system

Review creditors reconciliation

Process all stores stock invoices and submit for payment.

Review staff reimbursement claims prior to processing

Manage month-end and year end processes.

Working at accounts payable/ Procurement and financial control field for some time empowered me with knowledge on various accounting packages and adapting to different working environments.

My proficiency lies in my ability to effectively interact with clients and vendors, identify and resolve complex accounting issues and develop innovative solutions to achieve financial management objectives.

I hope that my application will reach your favorable consideration and thanking you for perusing through it. I am looking forward to your positive response and hold myself available should you require any further information.

Kind regards

Miss Philile Twala

Preferred occupation                      Senior creditors Clerk Bookkeeper  
Finance jobs

Preferred work location                      Johannesburg  
Gauteng

#### Contacts and general information about me

Day of birth                                      1978-08-26 (47 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.*

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#### **Additional information**

Salary you wish

450,000 R per month

How much do you earn now

420,000 R per month