

# Effie Mitchell Masoanganye

## Curriculum Vitae (CV)

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

I'm currently in the job market looking for a Finance Clerk/ Bookkeeper position in the gauteng area.

-I have bookkeeping experience up to trial balance and general ledger on both business and Attorneys Trust Account.

-Preparation of management accounts and Financial statements

## -Bank reconciliation

### -Creditors and debtors reconciliations

-Preparation of vat returns and income tax returns

-Preparation and maintenance of assets register

-Experience on Pastel Partner/express and Lexpro Accounting systems

Preferred occupation Finance officer

## Accountants Financiers

## Debtors clerk Finance jobs

## Contacts and general information about me

Day of birth 1991-06-15 (34 years old)

Residential location      Pretoria / Tshwane  
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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## Work experience

Working period	<b>nuo 2017.01 iki 2019</b>
Company name	Z & Z Ngogodo Inc
You were working at:	Accountants
Occupation	Bookkeeper/HR Officer
What you did at this job position?	Finance duties for Attorneys trust and business records up to trial balance and general ledger, Preparation of management accounts /financial statements, Review of payroll before payments are processed ,maintenance of assets register.Vat & income tax reparation and submission. Full HR duties
Working period	<b>nuo 2016.08 iki 2016.12</b>
Company name	PFD
You were working at:	Generals
Occupation	Data Capture
What you did at this job position?	Data capturing on Tier of ART patients files on the system , filing of files , data quality control.
Working period	<b>nuo 2012.01 iki 2015.12</b>
Company name	Captus Accountants & Auditors Inc
You were working at:	Accountants
Occupation	Trainee Accountant
What you did at this job position?	Capturing on Pastel Partner clients business records up to trial balance and general ledger, preparation of financial statements, preparation of clients vat returns and submissions, preparation of income tax returns and submissions.Preparation of fixed assets register, Financial advisory to clients, Cipc amendments and submission of returns, Providing audit services from planning audit up to finalisation on Caseware

### **Education**

Educational period	<b>nuo 2008.01 iki 2008.12</b>
Degree	Grade 12 / Matric
Educational institution	David Helen Peta High School
Educational qualification	Matric
Degree	Some Schooling
Educational institution	UNISA
Educational qualification	Bcompt accounting science- inprocess

### **Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	very good	very good	very good
Sepedi	very good	very good	very good

### **Computer knowledge**

I have knowledge in the following computer software:

- Office ( word,excel)
- Pastel Partner/Express
- Lexpro Accounting
- Caseware
- Tier

#### **Conferences, seminars**

Course -Financing and investment decisions

#### **Additional information**

Driver licenses	None
Salary you wish	15000-32000 R per month
How much do you earn now	31500 R per month