



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

-I have 7 year finance accounting experience and have managed other junior individuals

Preferred occupation

Finance officer
Finance jobs

Accountants
Finance jobs

Debtors clerk
Finance jobs

Contacts and general information about me

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

Gender Female

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 **nuo 2017.01 iki 2019**
 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 **nuo 2016.08 iki 2016.12**
 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 **nuo 2012.01 iki 2015.12**
 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 **nuo 2008.01 iki 2008.12**
 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

Language	Speaking level	Understanding level	Writing level
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