

**Profile**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Accurate and detail-orientated finance young professional, passion driven for financial management. I have completed my undergraduate studies in Bachelor of Commerce with a major in Financial Management. Effective communicator with great analytical skills and teamwork abilities. I am currently seeking employment opportunities.

**Experience**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Finance Assistance - Dr Cassim Hansa**

July 2020 - 2022

• Reviewed and processed invoices, sale tax, purchase orders, ensuring the accuracy of all data.

• Performed detail cost analysis, managed accounts payable and conducted monthly financial reports • Completed various ad hoc tasks, reconciled bank balance, and recorded general ledger entries.

• Maintained all accounting records and files, assisted with budget estimates, and worked on forecast planning.

• Improved the efficiency and accuracy of accounts payable by creating excel spreadsheet macro and reconciliation tools.

**Buffelsdale Secondary School**

 January 2022 - 2023

* Tutoring Grade 12 Students.

**Junior Accountant – Auto Carriers Logistics**

 Current

* Reviewed and process invoices, creating and maintaining bank statements, ensuring stability in the bank statements, detailed cost analysis, managing accounts receivable and payable, reconciling bank statements, worked with forecast and planning, creating excels to main sales and recoveries. Analysing and organising the company insurance policy. Recording the fleet diesel log and fills. Proficient in sage and excel. Overall improving efficiency and accuracy of accounts and keep track of finances. Working with bankers, insurers and understanding financial reporting.
* Contribute towards the development and maintenance of financial planning templates.
* Conduct comprehensive research and gather information to identify trends and patterns.
* Prepare effective models and projections that aid stakeholder decision-making.
* Review monthly, quarterly, and annual P&L statements and reports.
* Carry out variance analysis and interpretation to compare actual results against budgeted amounts.
* Identify potential areas for improvement to drive operational continuity.
* Process invoices and purchase orders, execute the reconciliation of vendor accounts, and resolve any discrepancies.
* Arrange relevant documentation for internal and external audit purposes.
* Partnered with managers in the implementation of an innovative reporting system that enhanced the efficiency and accuracy of financial data analysis by 40%.
* Reduced errors by 8% through demonstrating strong attention to detail when processing invoices.
* Decreased outstanding receivable balances due to successfully assisting in ongoing collection efforts.

**Skill Highlights**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• Innovative and creativity. • Problem solving.

• Effective oral and written communication. • Agility and adaptability.

• Accessing and analysing information.

• Curiosity and imagination.

**Education**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Primary School**

Silverdale Primary School

2006 - 2013

**Secondary School**

Verulam Islamic School

2014 – 2018

**Tertiary Education**

Varsity College

• Higher Certificate in Business Principle and Practices (Distinction)

 2019

• Bachelor of Commerce (Distinction)

2019 – 2023

i-to-i Tefl

180 hours – Level 5 Tefl course

Currently in progress.

**Language**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

English (Native), Afrikaans (First Additional)

 • Speak

• Write

• Read

**References**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Doctor Cassim Hansa

Oumaya Gafoor - 031 581 2717

Tutoring

Mrs Nadase - 078 657 8908

Auto Carriers

Zakaria Vanker - 031 020 1900

**Hobbies**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• Reading

• Cooking

• DIY Projects