**Curriculum Vitae**

**of**

 **Ms Zandile Bacela (ID No: 8603230877089)**

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Brakpan ***Alternative:*** 076 879 8938

Johannesburg

***Email Address:*** zandilebacela@yahoo.com

**Personal Detail**

## Date of Birth : Born the 23 March 1986

**Nationality** : South African Citizen

**Driver’s License** : Code 10

**Transport** : Own Transport.

**Home Language** : Xhosa

**Other Languages proficiency**

* English (read, write and speak fluently),
* Xhosa & Zulu (speak, read and write fluently)

**Educational qualification**

**Walter Sisulu University: B com Accounting (Completed 2009)**

**Major subject**: Financial Accounting, Management, Cost and Management Accounting, Taxation and commercial Law.

**Elliotdale Tech and comm. S. S. S: Senior Certificate (Completed 2003)**

**Grouping Subject:** Accounting, Economics, Business Economics, Xhosa, English

and Mathematics.

**Working Experience**

**Imperial Logistics Truck Rental (Pty) Ltd (Logistics Industry) June 2021 – Current**

* Preparation of Monthly Financial Statements for the company.
* Asset register Management including dealing with asset additions and disposals.
* Balance Sheet Reconciliation and preparation of supporting documents.
* Assisting with monthly VAT reconciliation.
* Preparation of Tax Pack and collection of supporting documents.
* Assisting with Monthly Management Accounts.
* Processing month end journals
* Reconciliation of Intercompany Accounts.
* Assisting with half-yearly and yearly audits.
* Assisting with monthly HFM Pack
* Doing Adhoc duties as they are assigned.

**Working Experience**

**Trademaw (Pty) Ltd a division of Supergroup Holdings (Chemicals Distribution)**

**January 2021 – May 2021, Reason for leaving: contract ended**

* Processing all the Electronic Fund Transfer payments through different Banks.
* Processing and performing bank reconciliation as per bank statement to cashbooks.
* Processing Purchase Orders, Supplier Invoices, and reconciling Accounts Payables to supplier’ statement of accounts.
* Billing the Customers and Reconciling Accounts Receivables to Customer Accounts.
* Processing of month end journals and reconciliation of all General Ledger Accounts
* Preparing the General Ledger Recons monthly and produce Trail Balance
* Maintenance of Asset Register and performance of monthly depreciation.
* Preparation of Intercompany Accounts and reconciliation.
* Preparation of Monthly Management Packs and Reporting.
* Doing travelling arrangement and office administration
* Preforming monthly VAT recons.
* Assisting with audit and any additional Accounting tasks.
* Quarterly and yearly Forecast and Budget preparations.

**International Financial Accountant: Otraco (Pty) Ltd (Mining sub-contractor)**

**August 2017 – August 2020 Reason for leaving: retrenchment**

* Processing all the Electronic Fund Transfer payments through different Banks.
* Processing and performing bank reconciliation as per bank statement to cashbooks.
* Processing Purchase Orders & Supplier Invoices for Namibia branch.
* Reconciliation of Account payables to supplier’s statement of account.
* Doing Quotations & Billing for Namibia branch Customers.
* Reconciliation of Account receivable to individual customer’s accounts.
* Processing of month end journals and reconciliation of all General Ledger Accounts
* Preparing the General Ledger Recons for Namibia & Botswana using Accounting Package (SAP).
* Monthly Consolidation of Financial Statements
* Intercompany Reconciliation and Forex Recons.
* Responsible for Asset Register & processing of depreciation, prepare Balance Sheet & Income Statement using Accounting package (SAP) using the trial balance produced.
* Preparation of Import VAT, VAT, Income Tax, Withholding Tax, Employee Tax Calculations for Namibia and Botswana.
* Reconciliation of all the Statutory Taxes for Botswana and Namibia
* Online submission of all Namibia Statutory Taxes and resolving requires.
* Preparing monthly reports as per Head Office Requirements in Australia
* Financial Reporting, assisting with preparation of Annual Audit other Accounting Duties.

**Junior Accountant: Progressive Impressions (Manufacturing Industry)**

**November 2011- August 2017, Reason for leaving: career growth**

**Duties and Responsibility:**

* Processing the accounting source documents in the cashbook.
* Performing reconciliation of bank as per bank statement to cashbooks.
* Reconciliation of Account payables to supplier’s statement of account.
* Prepare the ledger account using Accounting Package (Pastel Evolution)
* Prepare the annual financial by Accounting package (Pastel Evolution) statement using the trial balance produced.
* Complete the income tax return (IT14) under the supervision of financial accountant.
* Processing all the payment through our Banks.
* Assisting the Financial Manager with Income Statement.
* Creating purchase orders
* Responsible for asset register
* Doing other Accounting Duties.

**Accounting Clerk: Msquared Accountants (Accounting Firm) February 2010- October 2011, Reason for leaving: training stopped**

**Duties and Responsibility:**

* Processing the accounting source documents in the cashbook, Accounts Payable, Account receivable.
* Performing reconciliation of bank as per bank statement to cashbooks.
* Reconciliation of Account payables to suppliers’ statement of account.
* Prepare the ledger account using Accounting Package (Accpac)
* Prepare the annual financial statement using the trial balance produced by Accounting package (Accpac)
* Proper calculation of deferred tax in relation to timing difference debited and credited in the computation section of income tax return (IT14).
* Complete the income tax return (IT14) under the supervision of principal accountant.
* Perform the calculation of PAYE, UIF and SDL using excel spreadsheet for monthly submission of PAYE return (EMP201).
* Perform the calculation of Output and Input using excel spreadsheet for periodic submission of VAT return (VAT201).

**Training**

**Virtual office practical training: Guarantee Trust June 2009- Nov 2009**

**Skills gained, Reason for leaving: contract ended**

* Rules of professionals Conduct, Communication Skill, and Study Skills.
* Processing Debtors, Creditors on pastel, Reconciling Bank Accounts.
* Processing books of prime entry (12 Months) and link to General ledger.
* Preparing Trial Balance and compilation of Income Statement and Balance sheets for Audit purposes.
* Preparing data for payroll, IRP5, IT3 Tax Certificates, and EMP501 Return.
* Time management and working accordingly to daily targets.

**Professional skills**

* Negotiation and communication skill.
* Problem solving and interpersonal skill.
* Ability to work accurately with numerical detail.

**Computer Literacy**

* Microsoft Office, MS Word, Ms Excel & Ms PowerPoint.
* Pastel Accounting, AccPack & SAP.
* Internet and Microsoft Outlook.

**References**

* 1. Contact Person: Mr Wikus Bouwer (Otraco (Pty) Ltd Southern Africa)

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Email: wikus.bouwer@otraco.co.za

* 1. Contact Person Ms. Mellisa Young (Progressive Impressions)

Contact Details Cell: 073 197 7571 Work: 012 664 4825

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