



# Raesibe Gladys Mowa

Curriculum Vitae (CV)

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

I'm writing to express my interest in Finance positions you have. I'm a B.Com in accounting graduate and I have certificate in management and pastel accounting certificate. I'm a hardworking and responsible person and that helps me meet my deadlines every month, I'm currently working as a Creditors clerk at Europcar. I'm studying with Unisa doing Advanced diploma in accounting science, next year will be doing CTA level 2

Preferred occupation	<b>Finance officer</b> Finance jobs
	<b>Debtors clerk</b> Administrative jobs
Preferred work location	<b>Johannesburg</b> Gauteng
	<b>Lebowakgomo</b> Limpopo
	<b>Mankweng</b> Limpopo
	<b>Pretoria / Tshwane</b> Gauteng
	<b>Polokwane / Pietersburg</b> Limpopo

## Contacts and general information about me

Day of birth	1982-06-19 (42 years old)
Gender	Female
Residential location	<b>Johannesburg</b> Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period **nuo 2019.01 iki 2020.12**  
 Company name Tempest car hire  
 You were working at: Finance officer  
 Occupation Creditors clerk  
 What you did at this job position? Ensure that all authorized invoices are captured accurately • Processing cash on deliver payment request • Payments allocation and expense allocation to correct GL accounts • Dealing with supplier queries • Reconciliation to creditors statements • Preparation of creditors payment, timeously e.g Fuels, maintenance and once off payments Preparation of accruals and send to accountant • Maintaining current age analysis

Working period **nuo 2015.06 iki 2015.11**  
 Company name South African Revenue Services  
 You were working at: Administrators  
 Occupation Service agent  
 What you did at this job position? Capturing of income tax returns • Processing of new income tax registrations • Change of banking details, addresses and other taxpayer's details • Acknowledgement for scanning - receipt and scanning of documents • Printing statement of account , notice of registration and tax clearance certificate • Logging objections • Processing tax clearance certificate applications • Status checks including outstanding returns , refunds and verifications of banking details

**Education**

Educational period **nuo 2001.01 iki 2006.11**  
 Degree Degree  
 Educational institution University of limpopo  
 Educational qualification B.Comm(Accounting)  
 I could work Completed

Educational period **nuo 2018.01 iki 2020.12**  
 Degree Honours  
 Educational institution UNISA  
 Educational qualification Advance diploma in accounting science  
 I could work Completed by December 2020

**Languages**

Language	Speaking level	Understanding level	Writing level
Sepedi	fluent	fluent	fluent
English	fluent	fluent	fluent
isiZulu	good	good	good

### Computer knowledge

Microsoft outlook,Microsoft excel,Microsoft word,Powerpoint

### Additional information

Your hobbies	Listening to music,Going to Gym,Reading magazines
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2007-03-00 (17 years)
Salary you wish	18000.00 R per month
How much do you earn now	13000.00 R per month