



Jaqueline Kegaugetswe Molapo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Good day

I'm looking for a finance position as an assistant accountant or Banking administrator. My positive points are :

Comprehensive experience accurately and expeditiously managing financial information, accounting procedures and bank account management to drive efficiency and accuracy. I strongly provide support in account reconciliation, payment and banking functions.

I'm currently studying, doing my Bcom in Financial management.

Preferred occupation	Accountants Finance jobs
Preferred work location	Johannesburg Gauteng
	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	1988-10-07 (35 years old)
Gender	Female
Residential location	Johannesburg Gauteng
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period **nuo 2013.09 iki 2020.12**
 Company name Group Five Construction Limited
 Occupation Banking Administrator
 What you did at this job position? I loaded weekly and monthly payments, Cancel cheques for Suppliers and transfers . Did monthly reconciliation and processed invoices on JDE. I processed Sub-contractors Certificates

Education

Educational period **nuo 2008.01 iki 2009.12**
 Degree Diploma
 Educational institution Central Johannesburg College
 Educational qualification National Diploma in Financial Management
 I could work Finance

Educational period **nuo 2013.01 iki 2013.01**
 Degree Certificate
 Educational institution VIP payroll Academy
 Educational qualification Certificate in Payroll processing
 I could work Finance

Educational period **nuo 2016.01 iki 2016.12**
 Degree Certificate
 Educational institution UNISA
 Educational qualification Certificate in Office management
 I could work Finance

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	basic	basic	basic
Sepedi	fluent	fluent	fluent
Xitsonga	very good	very good	basic
SiSwati	fluent	fluent	good

Computer knowledge

JDE
 Excel
 Kofax
 Outlook Office 365

Recommendations

Contact person	Nokuthula Buthelezi
Occupation	Sub Contractor admin and recon administrator
Company	Everite and Group Five Construction
Telephone number	0833356089
Contact person	Radesh Jurbandhan
Occupation	Supervisor
Company	Group Five Construction
Telephone number	0824563407

Additional information

Your hobbies	Reading Books Baking
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2011-10-00 (12 years)
Salary you wish	28000 R per month
How much do you earn now	23000 R per month