



# Thabelo Muthige

Curriculum Vitae (CV)

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

Muthige Thabelo Bridget

Preferred occupation: Bookkeeper  
 Dear Hiring manager: Administrative jobs

When I learned of your search for an analytical, organized, and highly skilled Financial Accountant to

join your team, I hastened to submit the enclosed resume for your review. With extensive

Preferred work location: South Coast (Ugu)  
 Experience: KwaZulu-Natal

accurately performing a full range of day-to-day accounting responsibilities, I am well positioned to

**Contacts and general information about me**

Day of financial reporting and accounting reconciliation to audit coordination and tax preparation, I

Exceler Female

Residential location: Durban  
 KwaZulu-Natal

Telephone number: Information is available only for registered users.  
 regulatory and policy guidelines—prepares me to make a significant impact on your company.

Highlights of my experience and qualifications include the following:

Email address: Information is available only for registered users.

Accurately and expeditiously facilitated bank reconciliations, risk assessments, auditing processes, invoice collection, year-end preparations, fixed assets, and month-end closing while providing a

**Additional information**

superior level of service and support to realize optimal financial performance.

Salary you wish: 8000 R per month

Successfully cleaned up company accounts by uncovering and writing off old debtors and duplicate

How much do you earn now: 6500 R per month

creditors, clearing journals, and reclassifying expenses and assets in conjunction with external accountants.

Slashed invoice processing time in half by developing and rolling out a new job costing system. Excelled within time-sensitive, fast-paced atmospheres while resolving issues and ensuring compliance with internal policies and regulatory guidelines.

With my experience in general accounting operations, combined with my interpersonal and organizational skills, I am ready to provide outstanding service within your company. I look forward to

meeting with you and discussing how I am prepared to make a strong contribution in this role.

Thank you for your time and consideration.

Sincerely,