



Qaqamba Ntlahla

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Accountant, Senior Bookkeeper, Financial Controller, Bank teller, Financial Analyst, Financial manger

Preferred occupation	Accountants Finance jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1990-09-25 (34 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 2023.07 iki 2023.12
Company name	Tshipi Noto Funeral Home
You were working at:	Accountants
Occupation	Senior Accountant
What you did at this job position?	Processing monthly bookkeeping up to trial balance using sage online Completing Vat 201 , EMP 201 , I TR1 4 , provisional tax Processing debtors invoices and debtors payments through bank statements and cash connect Processing monthly premiums Preparing weekly sales report Reviewing junior bookkeepers work Assisting and monitoring finance interns Liaison with branch administrators in preparation of quotes, invoices and payments

Working period **nuo 2021.10 iki 2023.06**

Company name Apac Consulting

You were working at: Accountants

Occupation Assistant Accountant

What you did at this job position? Processing monthly bookkeeping up to trial balance using pastel Completing Vat 201 , EMP 201 , IT 14SD I TR1 4 , iT 12 ,DWHT ,Trust, provisional tax Preparing Financial Statements using caseware ,Payroll , Trusts ,Fixed Asset Register and Management Accounts inline with Gaap , I FRS and IFRS for S M E'S Income Tax Computation , Individual Tax , Personal Tax and submission through SARS E-Filing Registering clients to SARS for Income tax , Individual tax, Personal tax , PAYE , VAT and registering clients to CIPC. Prepare BEEE certificate and Tax Clearance certificate Preparing compromise and Deferral for the clients

Working period **nuo 2020.12 iki 2021.04**

Company name Ndzondweni SPS

You were working at: Teachers

Occupation Assistant Teacher

What you did at this job position? Teaching Grade 4 Mathematics and Social Science Administration Work Applying COVID-19 Regulations

Working period **nuo 2016.02 iki 2019.02**

Company name Lake Ntuli Professional Accountants & Tax Practioners

You were working at: Accountants

Occupation Assistant Accountant

What you did at this job position? Processing monthly bookkeeping up to trial balance Completing Vat 201 , EMP 201 , IT 14SD I TR1 4 , iT 12 ,DWHT , Trust Preparing Payroll, Financial Statements , Trusts , Fixed Asset Register and Management Accounts inline with Gaap , I FRS and IFRS for S M E'S Income Tax Computation , Individual Tax , Personal Tax and submission through SARS E-Filing Registering clients to SARS for Income tax , Individual tax, Personal tax , PAYE , VAT and registering clients to CIPC. Prepare BEEE certificate and Tax Clearance certificate Liaison with SARS, banks and clients through clients, letter , emails and conducting meetings Supervising junior trainee accountants in the office. I have sound knowledge of:The companies Act 2008, International Financial Reporting Standards (IFRS) Internal Audit Standards (IAS) King Code IV Corporate Governance, Tax legislation, Cost Accounting and Financial Management.

Education

Educational period **nuo 2018.07 iki 2018.12**

Degree Professional Qualification

Educational institution South African Institute of Professional Accountants

Educational qualification Professional Accountant (SA)

Educational period **nuo 2013.01 iki 2013.12**
 Degree Degree
 Educational institution Cape Peninsula University of Technology
 Educational qualification Bachelor's Degree in Taxation

Educational period **nuo 2012.01 iki 2012.12**
 Degree Diploma
 Educational institution Cape Peninsula University of Technology
 Educational qualification National Diploma in Accounting

Educational period **nuo 2009.01 iki 2011.12**
 Degree Certificate
 Educational institution Cape Peninsula University of Technology
 Educational qualification National Higher Certificate in Accountancy

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	fluent	very good
isiXhosa	fluent	fluent	very good
isiZulu	very good	very good	good
Sesotho	basic	basic	basic

Computer knowledge

Caseware,Quickbooks, Pastel,Sage Online,Draftworx, VIP Payroll System,Pastel Payroll,Greatsoft, E-filing,Dext,Ecel,Word,PowerPoint

Conferences, seminars

SAIPA seminars

Recommendations

Contact person Maria Malabela
 Occupation Supervisor
 Company Tshipi Noto Funeral Home
 Telephone number 083 5994 978

Contact person Amanda Msweli
 Occupation Manager
 Company Apac Consulting
 Telephone number 072 4476 252

Additional information

Your hobbies	Yoga,Hiking,Jogging
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2014-01-00 (10 years)
Salary you wish	20000 R per month
How much do you earn now	25000 R per month