



# Celia Mohasoa

Curriculum Vitae (CV)

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

I consider myself to be a diligent and industrious worker with the added advantage of being multi-skilled in Finance and Administration environments. The source of my success in this area is my exemplary Communications skills as well as my natural ability to communicate with and relate to people from all walks of life and from a multitude of tiers and sectors.

I have 20 years in Finance Industry & 14 years of it as Financial Supervisor ( AD Finance level), I worked extensively at SAQA, particularly with the Finance and Administration Directorate and have enjoyed a legacy of success. My duties among others entailed; preparing and run EFT payment batches for suppliers and claimant on daily basis.

Preparing the entire necessary LEDGER and subsidiary LEDGER and other financial systems.

Review and sign off all Finance Reconciliations on monthly basis.

Assist in the preparation of annual budget - perform variance analysis between budget and actual and prepare cash flow.

Monitoring the opening and closing of all Accounting Modules for security reasons. Ensure monthly clearance of all financial accounts in the Ledger on monthly basis.

Mostly Supervise, give guidance and assistance to all Finance Clerks and other directorates.

I intend continuing in this fashion and will always be on the lookout as to how systems can be refined and streamlined for optimal benefit to our valued stakeholders.

Finally, I am a credible worker & believe in doing things right first time. I am punctual, reliable and have no qualms about going the extra proverbial mile when necessary.

Preferred occupation                      Senior Bookkeeper Senior Creditors Accounts A  
Finance jobs

Preferred work location                      Pretoria / Tshwane  
Gauteng

## Contacts and general information about me

Gender    Female

Residential location                              Pretoria / Tshwane  
Gauteng

Telephone number                              *Information is available only for registered users.*  
[Sign in](#)

Email address                                      *Information is available only for registered users.*

**Work experience**

Working period **nuo 2002.09 iki 2015.12**

Company name SA QULIFICATIONS AUTHORITY

You were working at: Finance managers

Occupation FINANCIAL SUPERVISOR

What you did at this job position? Exercise fully financial control functions of receipts and expenditure, accounts payables, accounts receivables, purchasing order, cash and profit and loss accounts. Check all financial systems documentations figures, postings and reports for timely, accuracy and verified. Coach/Mentor, support, supervise and train, Debtors, Creditors, Cash book Clerk, Payroll Administrator (claims) and Facility supervisor (stock) and excersices full control of all Finance junior positions. Reconcile or note and report any discripancy found in the records Prepare all the necessary LEDGER and subsidiary LEDGER and produce other financial Reconciliations on monthly basis. Assist in the preparation of annual budget - perform variance analysis between budget and actual and prepare cash flow Monitor the opening and closing of all Accounting Modules for security reasons. Record all transactions and post debits and credits and ensure monthly clearance of all financial accounts in the Ledger on monthly basis. Ensure that the Chart of Account captured costs as well as Income is properly assigned to each appropriate account and maintained. Coordinate and facilitate the development skill and implement subordinate human and financial resources. Effectively manage and supervise receive and record of cash, cheques and vouchers Prepare bank deposits by compilling data from cashiers, verifying receipts, sending cash or other forms of payment to the bank and keep track of overdue accounts. Review and sign off Bank Reconciliations and all other Reconciliations accounts for Chief Finance Director's final approval. Second command in charge in the absent of CFO and reporting to Deputy Director. Create and post Electronic Fund Transfer payment batches on daily basis for suppliers, refund, claims, 3rd parties etc.

Working period **nuo 1998.01 iki 2002.08**

Company name SA QUALIFICATIONS AUTHORITY

You were working at: Administrators

Occupation CASHBOOK OFFICER

What you did at this job position? Generating payment & write out cheques receiving & safe keeping of cash Daily monitoring of cash flow. Banking & preparing of deposits on deposits book & to cashbook system Maintain & reconcile petty cash to General Ledger. Capture all journals & recurring entries. Prepare monthly reconciliation of Operational bank accounts excel between cash book & Bank Statement. Capturer all the reconciling items to superior approval Reconcile age analysis & capture all the clearing accounts. Write off back the stale cheques for each six months.

**Education**

|                           |                                  |
|---------------------------|----------------------------------|
| Educational period        | <b>nuo 1995.06 iki 1996.12</b>   |
| Degree                    | Certificate                      |
| Educational institution   | PRETORIA COLLEGE                 |
| Educational qualification | N6 FINANCIAL/BUSINESS MANAGEMENT |
| I could work              | IMMEDIATELY                      |

### Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English  | fluent         | fluent              | fluent        |
| Sepedi   | fluent         | fluent              | fluent        |

### Computer knowledge

Microsoft Office: Word/ Windows/ Excel/ Internet

AccPac Module – Accounts Payable/ Accounts Receivable/ Purchasing Order/ Peresoft Cashbook/  
General Ledger/ Inventory Control and Activity EFT Manager

### Conferences, seminars

Finance and Budgets for Office Professional, Certificate

Professional Business Writing skills for Administrators Certificate

VIP Payroll: COURSE 1 & 2 Certificate

### Recommendations

|                  |                             |
|------------------|-----------------------------|
| Contact person   | Mr VICTOR BOOYSEN           |
| Occupation       | DIRECTOR: HUMAN RESOURCE    |
| Company          | SAQA                        |
| Telephone number | 082 569 4963 (012) 431 5136 |
| Email address    | VBooyesen@saqa.co.za        |

|                  |                                |
|------------------|--------------------------------|
| Contact person   | Ms JOEY PHELE                  |
| Occupation       | DEPUTY DIRECTOR - LINE MANAGER |
| Company          | SAQA                           |
| Telephone number | 0715915998                     |
| Email address    | JPhele@saqa.co.za              |

### Additional information

|                          |                           |
|--------------------------|---------------------------|
| Driver licenses          | B Light Vehicle ≤ 3,500kg |
| Driver license from      | 2004-05-00 (20 years)     |
| Salary you wish          | 22000 R per month         |
| How much do you earn now | 26000 R per month         |