

CURRICULUM VITAE

LERATO MOGALE

PERSONAL DETAILS

First Names:Lerato

Surname:Mogale

ID Number:791019 0301 088

Physical Address:Number 23, Nedenhof, Elandsrand,Brits, 0250

Contact Details:067 372 6719

(E-mail) leemogale04@gmail.com

Nationality:South Africa

Languages:English, Afrikaans, South Sotho, Zulu, Tswana, North Sotho

CERTIFICATE AND TRAINING

Course:Project Management

Institute:MTN Learning

Year Completed:2009

Course:Influential Business Communication

Institute:MTN Learning

Year Completed:2009

Course:Microsoft Excel 2007

Institute:MTN Learning

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Year Completed:2009

Course:Teaching English as a Foreign Language Course

Institute:TEFL Professional Institute –Teacher Record

Year Completed:2022

EDUCATION

Course:Matric

Institute:Matetenene High School

Year Completed:1997

Course:Bachelor of Arts in Economics

Institute:University of Johannesburg

Year Completed:2001

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EMPLOYMENT HISTORY

Current Employment: ESL Online Adult and Kids

Platform: Berlitz

Period of appointment: January 2019 to Date

Position: Teacher

DUTIES

- Teach Adults and Kids English as their Foreign Language
- Teach grammar and Conversational lessons
- Teach Verbal And Non – Verbal Communication
- Teach how to read and write English
- Teach how to speak And express English As a language
- Teach Learners how to perform role plays (e.g poems, and Speech)

Reason for leaving: Looking for a New Platform

Company: Robert Bosch (SA)

Period of appointment: February 2014 to 30 August 2016

Position: Creditors Administrator

DUTIES

- Control of local & foreign creditors function
- Assist in the control of local accounting function

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- General Ledger analysis
- Capture of source document in SAP
- Process creditors invoices and prepare monthly payments
- Process creditors invoices and prepare monthly accruals
- Creditors reconciliations
- Cash flow projections for payment of local & foreign creditors
- Reconciliation of Inter Company confirmations
- Monthly preparations of age analysis for all local & foreign creditors
- Handle Creditors queries
- Developing and maintaining filing system for the office
- Recording, organizing, storing and retrieving correspondence and data for auditors
- Making photocopies and receiving and sending faxes
- Distributing documentation to various departments as required and other correspondence when required
- Keeping and recording incoming and outgoing files by keeping a register

Reason for leaving:Retrenchment

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Employer:TATA MOTORS

Period of appointment:May 2013 to January 2014

Position:Financial Accountant

DUTIES

- Balance Sheet Monthly Reconciliations [**Bank**(bank reconciliation vs bank book)], **Creditors** (reconciliations, verify invoices, ensure all documentation is complete and authorized, processing invoices and purchase orders on SAP, raising debit/credit notes, preparing accruals, collect and record cheque payments and cash received, attend to queries timeously), **Debtors** (processing sales invoices, age analysis, debtor's repayment schedule), **Inventory** Reconciliations
- Scrutinize general ledger for incorrect postings and Submitting monthly and quarterly reports
- Maintaining Fixed Asset Register quarterly (Lease Property, Plant and Machinery, Computers, Furniture & Fittings, and Equipment) and assisting with monthly management accounts
- Financial Analysis and Reporting (actual vs budget and vs forecast)
- Preparing statutory returns (VAT, PAYE, Taxation)
- Prepare working papers for auditors and assist in audit
- Petty Cash (R10 000 per month, maintaining reconciliation)
- Keeping and maintaining of incoming and outgoing financial documentation
- Typing of letters to creditors and other correspondence
- Salary and Wages Reconciliations [Earnings (according to signed contracts), Deductions (Advances, Garnishing Orders, PAYE, UIF, Education Reimbursements, Meal Recovery, Medical Aid and Pension Fund (5% of earnings) contributions), Medical Aid contributions vs payments to Medical Aid, Pension Fund contributions vs payments to Pension Fund]

Reason for leaving:Better Offer

Employer:MTN

Period of appointment:May 2005 until May 2012

Position:Financial Administrator

DUTIES

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- Manage and oversee all daily payments and accruals (Supplier reconciliations)
- Assist in preparing Annual Budgets and Forecasts
- Financial Analysis and Reporting (actual vs budget and vs forecast)
- Scrutinize general ledger for incorrect postings
- Calculated VAT for all vendors and raise requisitions for Opex and Capex RFPs
- Ensure all documentation is complete and authorized
- Capture invoices and purchase orders oracle to be approved in facilities
- Provide purchase order numbers for all accounts codes
- Pay all rental properties and landlords of all MTN buildings
- Prepare Accounting Reports for Financial Manager
- Register Fixed Asset (Computers, Furniture, Fittings, Property and Equipment)
- Resolve all queries timeously and assist in preparation of audit reports and documentation
- Filing

Reason for leaving:Restructuring

Employer:Gauteng Shared Services Centre

Period of appointment:March 2004 to April 2005

Position:Project Assistant

DUTIES

- Filing, sorting and retrieving payment documents
- Prepare fixed cost budget control system
- Reconcile creditors documents including invoices
- Liaise with Auditors
- Update payments database
- Capture payments on BAS
- Compile statistics on weekly basis
- Assist Project Accountants with fixed Asset Reconciliation
- Follow up on outstanding source documents
- Liaise with Practitioners regarding source documents

Reason for leaving:Contract Expired

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Employer:Telkom SA

Period of appointment:February 2003 to February 2004

Position:Accounting Officer

DUTIES

- Accurate capturing of invoices on SAP
- Perform provision on monthly basis
- Reconcile Balance Sheet Accounts
- Reconcile Creditors, Debtors
- Assist with Fixed Asset Register
- Follow up on outstanding queries
- Coordinate meetings for the department
- Monthly reporting
- Analyse and journalize general ledger accounts
- Comments on variances (budget vs accrual)
- General administration and perform monthly accruals
- Filing
- Keep and maintain financial records
- Handling routine enquiries from other departments

Reason for leaving:Retrenchment

Employer:Skynet Worldwide Express

Period of appointment:March 2002 to February 2003

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Position:Data Capturer

DUTIES

- Capturing of data
- Ensuring accuracy of information
- Telephonically interviewing individuals
- (Outbound) confirming data
- Liaise with suppliers
- Prepare monthly reports for Management
- Making photocopies, receiving and sending of faxes
- Updating registers and statistics of documentation received and to be couriered
- Distributing documents/packages to be couriered
- Recording, organizing, storing, capturing and retrieving of correspondence and data
- Keeping of documentation register for all outgoing and incoming packages
- Handling of routine enquiries from stakeholders
- Controlling of stock in the office i.e. stationery

Reason for leaving:Contract Expired

SKILLS MATRIX

<u>COMPUTER SKILLS</u>	<u>MONTHS</u>	<u>LEVEL</u>			<u>Legend:</u>
Oracle	50	5			1. Only Training;
System Application Products (SAP)	58	5			2. Limited Practical
Basic Accounting System (BAS)	18	5			3. Thorough Practical

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Pastel Accounting Vision 6	12	4			4. Extensive Practical
MS Office	72	4			5. Specialist Skills

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REFERENCES

1. Name:Mr M Twala
Relation:Supervisor

Company:Telkom SA

Tel Number:(011) 324 3206

Cell phone: 082 9981221

2. Name:Mr P Jonas
Relation:Team Leader
Company:Gauteng Shared Services Centre
Tel Number:(011) 689 6956
Cell phone: 082 924 3214

3. Name:Lerato Mofokeng
Relation:Supervisor
Company:Mobile Telephone Networks (MTN)
Tel Number:(011) 912 3136
Cell phone: 083 209 0172

4. Name:Mpho Nyalungu
Relation:Supervisor
Company:Robert Bosch
Tel Number:(012) 381 3427
Cell phone: 073 755 3182

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This is to certify that the three-year degree

BACCALAUREUS ARTIUM

ACCALAUREUS ARTIUM

was conferred this day at a
congregation of the University
to

LERATO PELDA MOGALE

after complying with the provisions of the Act,
Statutes and Regulations of the University.

C. Lelilave Keto

VICE-CHANCELLOR
PRETORIA

Republic of South Africa

10 MAY 2012

Document Number
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A. Mbali
REGISTRAR





Scan to verify

**Teaching English as a
Foreign Language Course
(120 Hours)**

is presented as a

Distinction

to

PELDA LERATO MOGALE

for the successful completion
of TEFL course

at

TEFL Professional Institute - Teacher Record

A handwritten signature in blue ink, reading 'Peng Lyu'.

Director

