



KIARA LUCILLE NORMAN

kiaran0203@gmail.com

+27 72 820 1077

PERSONAL INFORMATION

Current Location: Johannesburg, South Africa
ID: 0103020563088
Languages: English (speak, read, write)
Afrikaans (speak, read, write)
Driver's licence: Code 8

EDUCATION

Hoërskool Roodepoort

Matriculated

December 2018

Subjects:

- Mathematics
- English HL
- Afrikaans FAL
- Life Orientation
- Accounting
- Business Studies
- Consumer Studies

Rhodes University

Graduated

December 2022

Bachelor of Commerce in Economics and Information Systems

TECHNICAL SKILLS

Microsoft Office	Microsoft Excel	SQL Server/Oracle
HTML	CSS	JavaScript
PHP	Web Development	Sage Accounting
Visual Studio Code	Tableau	Sage Payroll

PROFESSIONAL EXPERIENCE

EHJ Accounting

November 2019-January 2020

Personal Assistant and capturer

Responsible for:

- Capturing bank statements on Sage Account
- Preparing financial statements
- Scanning/Photocopies/etc
- Filing and organising
- Answering the phone
- Making appointments
- Comparing insurance quotes

References: Alyssa de Saldana +27 83 296 3063

Luandre Kommer +27 64 620 5708

Rhodes University

March 2020-November 2022

Tutor

Responsible for:

- Introduction To Computers (2020)
- Computer Science 112F (2021)
- Theory of Finance (2022)

References: Ivy De Vos (2020-2021) +27 83 452 7158

Olwethu Dlangamandla (2022) +27 60 348 5270

Maqubs Academy of Excellence

October 2020-November 2022

Tutor

Responsible for:

- EMS Grade 9
- Afrikaans Grade 10
- Business Studies Grade 11
- Accounting Grade 12

References: Anele Mkumla +27 76 340 2642

Thina Maqubela +27 71 138 9625

EHJ Accounting

present

Admin Assistant

Responsible for:

- Payroll
- Banking

Reference: Alyssa de Saldana +27 83 296 3063

CERTIFICATES

Sage Business Cloud Accounting University Assessment

October 2021

First Aid Certificate, St John Ambulance

May 2022

150-Hour TEFL Certificate

February 2023