

Curriculum Vitae

Palesa Ramorola

INTRODUCTORY PAGE:

Good Day,



My name is Palesa Matsie Ramorola; I am 34 year old black South African lady. I would like to tell you more about me.

I am a smart, mature career driven young woman. I am an independent worker and I am also a very good team player. I believe this makes me versatile in terms of the working environments I am able to work in.

I am a self-starter, and always willing to go the extra mile to complete tasks timeously. I work very well under pressure, as I have worked in a target driven environment, which required one to attain set targets within a prescribed period.

I pride myself in being diligent and producing accurate work. I pay a lot of attention to detail.

I am a fast learner who grasps quicker if I am taught what is required of me. And I take initiative in performing my work.

I am well-spoken and I communicate very well with my colleagues and everyone I work with and come across. I believe I am the epitome of never giving up and seeing through everything I start. I believe that a task begun is a task half done.

I am extremely versatile and I can adapt into any given or placed work environment. I adapt easily to my environment.

I get along very well with my vast network of relationships.

I trust that this gave you an understanding of my persona. And I look forward to hearing from you soon.

Well Wishes

Palesa Matsie Ramorola

Personal Information

Name(s)

Palesa Matsie Ramorola

Date of birth

15 August 1989

Identity Number

8908150300081

Contact number

0670627570

Alternative number

0828883700

Email address

matsiepramorola@gmail.com

Drivers licence

code 8, own car

Languages

English: read, write and speak

IsiZulu: read, write and speak

Southern Sesotho: read, write and speak

Educational Background

Highest grade passed:	Grade 12
High school:	Parktown High School for Girls'
Subjects at school:	English, IsiZulu, Mathematics, Physical Science, Biography and Accounting (University exemption)
University qualification(s):	Bachelor of Financial Accounting (pending)
University studied:	University of South Africa
Other Qualification (s):	TEFL/TESOL Teaching Training Course

Computer Literacy

I have a thorough understanding and knowledge of Microsoft Office, e-filing, Pastel accounting software and caseware software.

Employment History

Department of Basic Education March 2022- current

Title : Senior Secretary
Duties: Administrative duties

Private Online English Teacher February 2020- February 2022

Title : Online English Teacher
Duties : Provided English lessons to Turkish son who was 6 years old at the time and his mother .

G L Palmer and Company February 2014-June 2015

Duties

Mainly external auditing

Key lessons learnt:

Working with people and having people skills, in a deadline driven environment. Accuracy and consistency are essential when working with clients and money. In addition, I have learnt to work well under pressure.

Key lessons learnt and responsibilities:

- External auditing

Auditing of the employees costs

- Recalculation of PAYE ,UIF ,leave days and all relevant deductions
- Verifying that all documents (personal and statutory) are present as per the companies regulations
- Follow up on provisions
- Tie up general ledger to trial balance
- Tracing of relevant expenses to bank statement and relevant third parties

Auditing of debtors

- Matched Debtors ledger balance to General Ledger and Trial balance
- Tested some invoices listed on Debtors Ledger
- Traced reconciling items to General ledger and obtained supporting documents

Auditing of creditors

- Matched Creditors Ledger to General Ledger and Trial Balance
- Tested some invoices recorded in Ledger to verify existence

Auditing of Expenses

- Tested invoices that were above materiality on the General ledger
- Checked that VAT was accounted for correctly
- Verified that Vendor was VAT registered before claiming VAT
- Tested cut off of expenses
- Verified that expenses were in the cause of ordinary business and that personal (directors) expenses were correctly accounted for.

Auditing Inventory

- I was in charge of a few stock counts and compared results to general ledger
- Tested high value items
- Obtained evidence of inventory in transit(if any)
- Tested cut off

Curriculum vitae

- Compilation for cc's
- Independent reviews for companies
- Submitting tax returns
 - Submitted individual tax returns on SARS e-filing
- Compilations of Financial Statements

Old Mutual

June 2016 – February 2017

Title: **Financial advisor**

Key lessons learnt:

Working with people who were difficult and learning to work with diverse personalities. Learning to sell advice to different persons and meeting targets. Learning compassion and getting things done to meet people's different needs at the same time.

Responsibilities:

- Needs analysis of clients and shortlisting possible investments
- Helping clients with the calculation of returns on investments
- Liaising with customers
- Helping customers with claims

Ubucule Incorporated

March 2018-current

Duties **Mainly external auditing**

Key lessons learnt:

Working with people and having people skills, in a deadline driven environment. Accuracy and consistency are essential when working in with clients and money. In addition, I have learnt to work well under pressure.

Key lessons learnt and responsibilities:

- External auditing
- Compilation for cc's
- Reviews for companies
- Submitting tax returns
- Compilations of Financial Statements

Moore Stephens Incorporated (Benoni) September 2018 – February 2019

Duties

External Auditing

Key lessons learnt

How to work under pressure while prioritizing meeting deadlines. I also learnt how to adopt to the environment very fast whilst learning as much as possible about the auditing world.

Key lessons learnt and responsibilities :

- Planning for an audit
- Compilations for entities
- Independent Reviews for entities
- Compilation of Financial Statements
- External auditing as a whole

References

Thandi Khoza (Department of Basic Education)

Cell phone: 082 709 6589

Maritza (Tax Manager at G L Palmer and Company)

Cell phone: 083 795 4690

Kim (Supervisor at Old Mutual)

Cell phone : 072 960 9194

Nonkululeko Dlomo (Audit Supervisor -ubucule chartered accountants)

Cell phone : 0835519354

Khaya Majola (Audit Supervisor – Moore Stephens Incorporated)

Cell phone:0769834924