

# JANICE MWALE

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**E**NTERPRISING, HARD-WORKING AND TECHNICALLY SKILLED ACCOUNTS & ADMINISTRATIVE SPECIALIST known for accuracy, attention to detail and timeliness in managing financial accounting functions for diverse-industry employers. Readily adapts to change, works well within a team and exceeds expectations. Able to juggle multiple priorities and meet tight deadlines without compromising quality.

## KEY SKILLS

- Database Management
- Invoices & Payment Transactions
- Bookkeeping
- Spreadsheets & Accounting Reports
- SAP Experience
- Power Point
- Stock Control & Purchasing
- MS Office

## PROFESSIONAL EXPERIENCE

Plattner Golf (Pty) Ltd t/a Fancourt Hotel  
George, Western Cape  
**Accounts Clerk**  
12/20 to Date

Assists the Finance Department with day to day activities. Attends and monitors Stock Takes, Variance Analysis, Purchasing and other tasks as instructed.

### Duties

- Compile the monthly stock take register
- Monitor monthly / weekly stock takes for accuracy and completeness
- Controls stock of multiple storage locations
- Process the actual counts on SAP, compile and provide outlets with the difference list
- Attends and monitors stock takes to ensure that policies are adhered to
- Perform spot checks to identify stock items not belonging to an outlet
- Taking measures to prevent over stocking and maintaining PAR levels
- Processing breakages & condemned stock
- Prepare monthly reports – OE Variances & Stock reconciliation
- Asset verification
- Receiving duly authorized purchase requests from user departments and validate the requests before processing
- Processing purchase orders and creating codes for new stock items
- Resolving all purchase order queries

DataDot Technologies SA  
George, Western Cape  
**Junior Bookkeeper**  
08/2019 to 12/20

Assisting the accounts department with day to day activities, month end reports and other tasks as instructed.

### Duties

- Petty Cash Daily Control, Weekly Processing & Monthly Recon
- Invoicing
- Monthly Journals
- Monthly Recons
- Loan Account Recon

- Processing Expenses / Invoices
- Bank Processing
- Loading and Checking of Payments & Transfers
- Emailing Proof of Payments
- Management Statements
- Interest Statements
- VAT Processing & Recon, Submission & Payment
- Balance Sheet Recons
- Pack and Add Info Submission
- Tax Pack
- Monthly Reports
- Assisting with Audit
- Filing and Shredding

Iron Mountain SA Document Management  
 George, Western Cape  
**Data Capturer / Filing Clerk**  
 11/2018 to 07/2019  
 Data Capturing, filing and phone duties

Spar Thornhill  
 Polokwane, Limpopo  
**Cashier**  
 03/2018 to 07/2018 (weekends only)

Northern Electrical & Hardware supplies  
**Bookkeeper**  
 10/2014 to 07/2017

To assist the management with financial accounts, administration, and to perform related work as required. Handled data entry work as well as bookkeeping and general clerical tasks

***Duties:***

- Running office administration
- Sales
- Processing of suppliers invoices and payments
- Cash book entries into manual/computer systems
- Banking
- Customers' monthly statements
- Monthly/quarterly accounts

Shabanie Mine (*Large Miner*),  
**Accounts Trainee,**  
 08/2013 to 09/2014

Handled daily accounts payables/debtors processes; managed debtor/supplier relations; and oversaw the timely, accurate processing of invoices, purchase orders, and payment transactions.

***Duties:***

- selection of invoices for payment by their aging
  - update cash books daily
  - Ensure all cash collected from outlets is banked daily
  - Disburse cash withdrawn to rightful beneficiaries
  - Follow up on utilization of cash withdrawn by beneficiaries
  - Capturing invoices and payments into the pastel system
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## PROFESSIONAL STUDIES

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INSTITUTE OF ADMINISTRATION & COMMERCE (IAC)  
**Higher Diploma in Financial Accounting**

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## ACADEMIC QUALIFICATIONS

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6 Ordinary Levels including English, Mathematics and Accounts  
1 Advanced Level; Business Studies

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## PERSONAL INFORMATION

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Born 27 February 1992/Female/Christian/Single/Language: English

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## REFERENCES

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Earl Erasmus  
Finance Manager  
DataDot Technology SA  
044 874 0836

Nicole Abrahams  
Cost Accountant  
Fancourt SA  
071 803 1431

Charlene Habelgaarn  
Branch Administrator  
Iron Mountain SA  
044 874 5647 / 072 063 1590

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