

Sinikeziwe Andiswa Khathi

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PROFILE

Detail-oriented Accounting diploma graduate with good numerical and analytical ability and a disciplined approach to processes and controls. Comfortable working with information and administrative detail, meeting deadlines, and collaborating within a team where accuracy and reliability matter. Eager to build practical experience in finance through a learnership or internship, applying strong attention to detail and a solid grounding in accounting principles and processes.

EDUCATION

Diploma in Accounting

Mangosuthu University of Technology
2025

Matric

Adams College
2020

EXPERIENCE

Independent Electoral Commission (IEC)

29/05/24 - 30/05/24

Counting Officer

- Counted and verified ballots accurately under time pressure, following strict procedural and compliance requirements
- Handled sensitive documentation and data with a high level of accuracy and accountability
- Reconciled ballot counts against official records to ensure accuracy
- Worked collaboratively within a team of electoral officials to meet tight deadlines

SKILLS

- Good communication skills and interpersonal skills
- Proficient in MS Office Suite and accounting packages, including Pastel Accounting
- Attention to detail, ensuring accuracy and quality in all work
- Ability to follow processes accurately and work collaboratively
- Learning agility, learning quickly and adapting to new situations
- Teamwork and collaboration, working well with others to achieve shared goals

REFERENCES

Mr Avinash Ramsunder

Supervisor
+27 74 709 0146

Miss Mantsha Ngobeni

Mentorship program coordinator
+27 82 850 3332