

NOMBUSO ANGELINA MABASO

Johannesburg, Gauteng | 063 380 0624 | nombusomabaso218@gmail.com

PROFESSIONAL SUMMARY

Detail-oriented Financial Management N6 graduate with practical experience in financial administration, bookkeeping, data capturing, and retail/general operations. Proven track record in managing financial documentation, monitoring cash flow, and maintaining strict compliance within institutional settings. Demonstrates strong analytical, organizational, and technical skills with high adaptability. Seeking an Entry-Level Finance, Administrative, or Accounting role to leverage administrative accuracy, proficiency in computerised financial systems, and a strong work ethic to support organizational operations.

KEY COMPETENCIES & SKILLS

- **Financial & Administrative:** Bookkeeping, Data Capturing, Financial Record Management, Filing Systems, Cash Flow Monitoring, Expenditure Summaries, Income Tax Administration, Cost & Management Accounting.
- **Technical & Software:** Microsoft Office (Excel, Word, Outlook, PowerPoint), Computerised Financial Systems (Pastel/Accurate software exposure), Digital Record Keeping.
- **Core Strengths:** Effective Communication, Teamwork & Collaboration, Customer Service, Time Management, Attention to Detail, Problem Solving, Regulatory Compliance.

WORK EXPERIENCE

Casual Packer

Aug 2026 – Sep 2026

Roots Butchery – Festival Mall

- Packed and prepared meat products for customers in a high-volume retail environment.
- Assisted with production and general operational duties to ensure smooth daily workflow.
- Worked effectively in a fast-paced environment while providing friendly customer service.
- Followed hygiene and workplace safety procedures rigorously at all times.

Finance Intern

Nov 2024 – May 2026

Khombindlela Primary School (FoodBev SETA / TVET Placement)

- Captured and processed daily financial transactions, invoices, and supporting documentation with 100% accuracy in compliance with financial regulations.
- Assisted with bookkeeping, cash flow monitoring, and the preparation of monthly financial statements and expenditure reports for management review.
- Established and managed secure financial filing systems, ensuring organized, confidential, and audit-ready record-keeping.
- Streamlined general finance administrative duties to optimize daily school operational workflows.
- Collaborated effectively with management and staff while maintaining professional communication and adhering to internal controls.

EDUCATION & QUALIFICATIONS

National N6 Certificate: Financial Management

2023 – 2024

Ekurhuleni East TVET College

- Relevant Coursework: Financial Accounting (N4-N6), Cost & Management Accounting (N5-N6), Computerised Financial Systems (N4-N6), Income Tax (N6), Entrepreneurship & Business Management (N4-N5), Management Communication (N4).

National Senior Certificate (Grade 12 / Matric)

2017 – 2021

Tsakane Secondary School | Awarded Diploma Entry Pass

- Key Subjects: Business Studies (77%), IsiZulu Home Language (64%), English First Additional Language (65%), Life Orientation (62%), Accounting, Economics.

LANGUAGES

• **IsiZulu:** Native | **English:** Professional Working Proficiency

REFERENCES

Tintswalo Gloria Maluleke
Principal, Khombindlela Primary School
Telephone: 011 738 1899
Email: 700311191@qdeschools.gov.za

Amanda
Human Resources (HR), Roots Butchery
Telephone: 064 969 8365



REPUBLIC OF SOUTH AFRICA
NATIONAL IDENTITY CARD

Surname
MABASO
Names
NOMBUSO ANGELINA
Sex
F
Nationality
RSA
Identity Number
0403041216082
Date of Birth
04 MAR 2004
Country of Birth
RSA
Status
CITIZEN



Signature

Mabaso

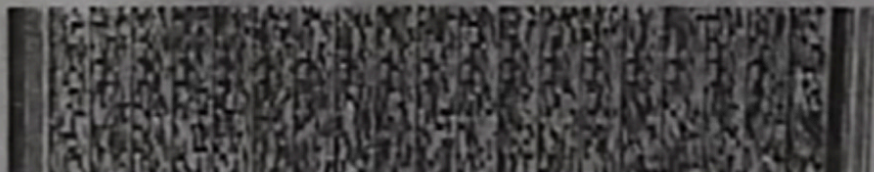
Conditions:

This card has been issued by the
Department of Home Affairs in terms of the
Identification Act, Act 68 of 1997

If found please return to the Department of Home Affairs.
For enquiry or verification purposes contact 0800 60 11 90

Date of Issue
11 MAR 2021

114905914





REPUBLIC OF SOUTH AFRICA

National Senior Certificate

Awarded to

NOMBUSO ANGELINA MABASO

Identity number 0403041216082

Exam number 8213115890061

Subject	%	Achievement level
IsiZulu Home Language	64	5
English First Additional Language	65	5
Life Orientation	62	5
Accounting	40	3
Business Studies	77	6
Economics	48	3
.....	***	*

This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to diploma or higher certificate study as gazetted for admission to higher education, subject to the admission requirements of the higher education institution concerned.

With effect from December 2021

M. S. LAKOMETSHI
Chief Executive Officer

This certificate is issued without alterations or erasure of any kind

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UMALUSI



Council for Quality Assurance in
General and Further Education and Training
South Africa

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N00051

DEPARTMENT OF HIGHER EDUCATION AND TRAINING / DEPARTEMENT VAN HOER ONDERWYS EN OPLEIDING
REPUBLIC OF SOUTH AFRICA / REPUBLIEK VAN SUID-AFRIKA

STATEMENT OF RESULTS**STAAT VAN UITSLAE****N4: FINANCIAL MANAGEMENT (NEW)****N4: FINANSIËLE BESTUUR (NUUT)**

JUNE / JUNIE 2023

EXAMINATION NUMBER / EKSAMENNOMMER 0403041216082

2004/03/04

MABASO NOMBUSO ANGELINAEXAMINATION CENTRE / EKSAMENSENTRUM
899995806 BRAKPAN CAMPUS

INSTRUCTIONAL OFFERINGS / ONDERRIGAANBIEDINGE			%	RESULT / UITSLAG
4010164	FINANCIAL ACCOUNTING N4 / FINANSIËLE REKENINGKUNDE N4	202306	63	Pass/Slaag 3
4090304	ENTREPRENEURSHIP AND BUSINESS MANAGEMENT N4 / ENTREPRENEURSKAP EN ONDERNEMINGSBESTUUR N4	202306	54	Pass/Slaag 3
5140364	MANAGEMENT COMMUNICATION N4 / MANAGEMENT COMMUNICATION N4	202306	63	Pass/Slaag 3
6030154	COMPUTERISED FINANCIAL SYSTEMS N4 / GEREKENARISEERDE FINANSIËLE STELSELS N4 *****	202306	44	Pass/Slaag 3

Maswandee Constable
Brakpan
49513015

* RESULT CODES APPEAR ON REVERSE SIDE / UITSLAGKODES VERSKYN OP KEERSY

DATE 2023/07/01 2026
DATUM

CITY OF EKURHULENI


EXAMINATION OFFICER
EKSAMENBEAMPTTE

651101280

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N000111

DEPARTMENT OF HIGHER EDUCATION AND TRAINING / DEPARTEMENT VAN HOER ONDERWYS EN OPLEIDING
REPUBLIC OF SOUTH AFRICA / REPUBLIEK VAN SUID-AFRIKA

STATEMENT OF RESULTS**STAAT VAN UITSLAE**

N5: FINANCIAL MANAGEMENT (NEW)
N5: FINANSIËLE BESTUUR (NUUT)

NOVEMBER / NOVEMBER 2023

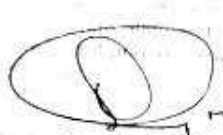
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2004/03/04

MABASO NOMBUSO ANGELINA

EXAMINATION CENTRE / EKSAMENSENTRUM
899995806 BRAKPAN CAMPUS

INSTRUCTIONAL OFFERINGS / ONDERRIGAANBIEDINGE			%	RESULT / UITSLAG
4010175	FINANCIAL ACCOUNTING N5 / FINANSIËLE REKENINGKUNDE N5	202311	76	Pass/Slaag 3
4010185	COST AND MANAGEMENT ACCOUNTING N5 / KOSTE- EN BESTUURSREKENINGKUNDE N5	202311	70	Pass/Slaag 3
4090315	ENTREPRENEURSHIP AND BUSINESS MANAGEMENT N5 / ENTREPRENEURSKAP EN ONDERNEMINGSBESTUUR N5	202311	81	Pass/Slaag 1
6030175	COMPUTERISED FINANCIAL SYSTEMS N5 / GEREKENARISEERDE FINANSIËLE STELSELS N5	202311	85	Pass/Slaag 1

 Mashimone Constable Brakpan			0 111 2026	

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DATE
DATUM 2023/12/01


EXAMINATION OFFICER
EKSAMENBEAMPTTE

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N00011

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REPUBLIC OF SOUTH AFRICA / REPUBLIEK VAN SUID-AFRIKA

STATEMENT OF RESULTS**STAAT VAN UITSLAE**

N6: FINANCIAL MANAGEMENT (NEW)
N6: FINANSIËLE BESTUUR (NUUT)

JUNE / JUNIE 2024

EXAMINATION NUMBER / EKSAMENNOMMER
MABASO NOMBUSO ANGELINA

0403041216082

2004/03/04

EXAMINATION CENTRE / EKSAMENSENTRUM
899995806 BRAKPAN CAMPUS

INSTRUCTIONAL OFFERINGS / ONDERRIGAANBIEDINGE			%	RESULT / UITSLAG
4010196	COST AND MANAGEMENT ACCOUNTING N6 / KOSTE- EN BESTUURSREKENINGKUNDE N6	202406	74	Pass/Slaag 3
4010206	INCOME TAX N6 / INKOMSTEBELASTING N6	202406	60	Pass/Slaag 3
4010216	FINANCIAL ACCOUNTING N6 / FINANSIËLE REKENINGKUNDE N6	202406	65	Pass/Slaag 3
6030186	COMPUTERISED FINANCIAL SYSTEMS N6 / GEREKENARISEERDE FINANSIËLE STELSELS N6 *****	202406	58	Pass/Slaag 3

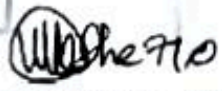
49513025
Mashimaka
Brakpan

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DATE
DATUM

0 JUL 2026
2024/07/01

CITY OF EKURHULENI


EXAMINATION OFFICER
EKSAMENBEAMPTTE

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DEPARTMENT: HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA
CERTIFICATE OF ACHIEVEMENT
N4

FINANCIAL MANAGEMENT

AWARDED TO

MABASO NOMBUSO ANGELINA

IDENTITY NUMBER

0403041216082

WITH EFFECT FROM

2023-07-01

INSTRUCTIONAL OFFERINGS PASSED

** INDICATES DISTINCTION*

FINANCIAL ACCOUNTING N4
ENTREPRENEURSHIP AND BUSINESS MANAGEMENT N4
MANAGEMENT COMMUNICATION N4
COMPUTERISED FINANCIAL SYSTEMS N4

59535797T


Examination Officer


Director-General

Issued by the Director-General of the Department of Higher Education and Training
under delegated authority from the Quality Council for Trade and Occupations



SERIAL NUMBER

H 11494435



DEPARTMENT: HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA
**CERTIFICATE OF ACHIEVEMENT
N5**

FINANCIAL MANAGEMENT

AWARDED TO

MABASO NOMBUSO ANGELINA

IDENTITY NUMBER

0403041216082

WITH EFFECT FROM

2023-12-01

INSTRUCTIONAL OFFERINGS PASSED

** INDICATES DISTINCTION*

FINANCIAL ACCOUNTING N5

COST AND MANAGEMENT ACCOUNTING N5

ENTREPRENEURSHIP AND BUSINESS MANAGEMENT N5 *

COMPUTERISED FINANCIAL SYSTEMS N5 *

60490720D

Examination Officer

Director-General

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SERIAL NUMBER

H11679536



DEPARTMENT: HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

CERTIFICATE OF ACHIEVEMENT N6

FINANCIAL MANAGEMENT

AWARDED TO

MABASO NOMBUSO ANGELINA

IDENTITY NUMBER

0403041216082

WITH EFFECT FROM

2024-07-01

INSTRUCTIONAL OFFERINGS PASSED

** INDICATES DISTINCTION*

COST AND MANAGEMENT ACCOUNTING N6

INCOME TAX N6

FINANCIAL ACCOUNTING N6

COMPUTERISED FINANCIAL SYSTEMS N6

61628469G


Examinations Officer


Director-General

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