

ROSE KGATLE PHETLA

1288 uthekwane street Ramaphosa ext 5 Boksburg
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PERSONAL DETAILS

Date of Birth : 08/05/1997
Marital Status : Single
Nationality : South African
Gender : Female

EDUCATION

- **Kopa Secondary School**
2016

Grade 12
- **Ekurhuleni West Tvet College**
Financial Management
Financial Accounting N4,N5,N6
- Cost and Management Accounting N5,N6
Computerized Financial System N4,N5,N6
- 2020
Entrepreneurship and Business Management N4,N5,N6
Management Communication N4
- **Currently waiting for National Diploma in Financial Management**

EXPERIENCE

2023/12/01 - 2025/05/30
Financial Management Intern

City of Ekurhuleni

Salary Administrative/Payroll

- Verify attendance registers with leave record system to ensure correctness
- Calculation of overtime claims
- Captured leave and bonus forms
- Captured Home Loan statement for 12 months
- Filling
- Helping employees on the counter with queries and problems
- Distributed Payslip and IRP5

- Sorting new employees,resignation,absconded employees file and documents
 - Create employees file
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SKILLS

- Communication skills
 - Ability to work under pressure
 - Customer service skills
 - Teamwork
 - Time management
 - Ability to manage stress
 - Organization
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REFERENCE

- **Mr A.n Makungo - Kopa Secondary School**
School Principal
kopasecschool@gmail.com
0822909421
 - **Nontombi Zulu - City of Ekurhuleni**
Acting Senior specialist
Nontombi.Zulu@ekurhuleni.gov.za
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OBJECTIVE

Looking for an exciting and dynamic role where I can utilize my skills and experience to drive tangible results. Passionate about joining an organization that fosters a culture of innovation, continuous learning, and personal growth.