

OLWETHU NDULANA

DIPLOMA IN ACCOUNTING GRADUATE

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PROFESSIONAL SUMMARY

Analytical and detail-oriented Accounting graduate with strong skills in financial analysis, reporting, and data interpretation. Proficient in Microsoft Excel and Sage Accounting, with the ability to translate financial data into actionable business insights. Passionate about consulting, finance transformation, and solving business problems in dynamic environments.

EDUCATION

Diploma in Accounting -Awaiting Graduation	2023-2025
Tshwane University of Technology	
Expected graduation -May 2026	
National Senior Certificate-Grade 12	2022
Reitumetse High School	

CERTIFICATION	2025
Sage Accounting -Sage University	

RELEVANT EXPERIENCE (ACADEMIC AND PRACTICAL) 2024-2025

- Utilised Sage software to process transactions and generate financial reports
- Identified trends, inefficiencies, and cost-saving opportunities from financial data
- Presented financial insights in clear, structured reports
- Prepared budgets and cash flow forecasts to support planning and decision-making
- Applied cost accounting techniques (job costing and overhead allocation)

TECHNICAL SKILLS

- Microsoft Office Suite (Word , Powerpoint ,Excel , Outlook)
- Advanced Microsoft Excel (Pivot Tables, VLOOKUP)
- Sage Accounting Software
- Budgeting & Forecasting
- Data Analysis & Interpretation

SOFT SKILLS

- Verbal and written communication
- Time management and multitasking
- Attention to detail and risk awareness
- Teamwork and collaboration
- Problem-solving and critical thinking
- Integrity and Professionalism
- Accountability and reliability

KEY COMPETENCIES

- Strong work ethic and willingness to learn
 - Reliable and punctual
 - Fast learner and results driven
 - Able to work independently and in a team
 - Ensures accountability in completing tasks
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REFERENCES

Tshwane University of Technology

Xola Andrew Fezile - Lecturer

074 211 3064

Reitumetse High School

Maggy Mabule Mahlatji- Principal

078 866 4165