

BOITUMELO MASEDI

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Career Objective

Detail-oriented and computer-literate professional with strong knowledge of finance and accounting principles. Skilled in Sage Pastel, QuickBooks, and Microsoft Excel, with practical exposure to financial administration, invoice processing, and record-keeping. Seeking a Bookkeeping role where I can contribute to efficient finance operations while continuing to develop my skills in a professional environment.

Education & Training

Diploma in Accounting Science — University of South Africa (currently studying)

Coursework: Financial Accounting, Taxation, Auditing

Finance Certificate — Ekurhuleni West College

Coursework: Financial Management, Applied Accounting, Project Management

National Senior Certificate (Grade 12 / NQF 4) — Bedfordview High School, 2020

National Certificate (Vocational) Level 4 — Finance & Accounting, Ekurhuleni West College, 2023

Business Training Programme

Developed knowledge of finance, business operations, and administration.

Standard Bank Business & Commercial Virtual Experience — Forage (May 2025)

Simulated tasks in financial analysis, advisory, scenario planning, and professional reporting.

Certifications

Sage Business Cloud Accounting Certification — Issued by Sage Africa & Middle East

Completed coursework and practical training in Sage Business Cloud Accounting, including managing invoices, reconciliations, reporting, and general ledger functions.

Relevant Experience

Volunteer – Phake Youth Club

- Maintained accurate records and logs of participants and events.
- Captured and secured participant data using Microsoft Excel and Word.
- Prepared letters, reports, and meeting documentation.
- Gained exposure to administrative and record-keeping procedures.

Technical Skills

- Accounting Software: Sage Pastel, QuickBooks, Sage Business Cloud Accounting
- Microsoft Office Suite: Excel (Pivot Tables, Formulas), MS Word, PowerPoint, Outlook
- Financial Admin: Invoice processing, data entry, reconciliations, filing
- Reporting & Analysis: Financial data analysis, ratio calculations, job costing
- Other Tools: Google Workspace, WordPress

Core Strengths

- Attention to detail & accuracy
- Time management & organizational skills
- Strong communication (verbal & written)
- Adaptable and eager to learn
- Ability to work under pressure
- Professional and positive attitude
- Ability to work independently
- Good interpersonal relations skills
- Administrative skills
- Customer service orientated

Additional Information

- Own working laptop with reliable internet connection.
- Strong willingness to learn bookkeeping and payroll administration.
- Available for flexible remote part-time work.