

Nondumiso Mchakela

Soweto Johannesburg , Gauteng

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Professional Summary

Detail-oriented and analytical Finance graduate with a strong foundation in accounting, financial transactions and record keeping. Demonstrates strong attention to detail, organizational ability, and a proactive approach to learning. Eager to contribute to accurate financial operations while gaining hands on experience in a Sage driven environment.

Core Skills

- Creditors Control& Accounts Payable
- Debtors Control & Accounts Receivable
- Bank Reconciliation
- Financial data capturing & Record Keeping
- Microsoft Word & Outlook
- Microsoft Excel(VLOOKUP, Data Entry, Formulas)
- Attention to detail & Accuracy
- Problem-Solving & Analytical Thinking
- Willingness to learn & Adaptability
- Communication & Team Collaboration
- Organisational & Time Management skills

Education

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| • Tshwane University of Technology
Advanced diploma in Financial Planning NQF7 | 2024-2025 |
| • Tshwane University of Technology
Diploma in Financial Planning NQF6 | 2021-2023 |
| • Meyerton High School
National Senior Certificate (Grade 12) | 2020 |