

# MATHAPELO BIANCA MPHAILANE

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## PROFESSIONAL SUMMARY

N4 Financial Management qualified professional with a solid understanding of accounting principles, financial reporting, and business operations. Highly organized, computer literate, and committed to accuracy and efficiency. Actively seeking a learnership opportunity to gain hands-on experience and deliver value within a reputable finance team.

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## CORE SKILLS AND EXPERTISE

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|------------------------------------|------------------------|
| • Attention to Detail and Accuracy | • Teamwork             |
| • Time Management                  | • Problem- Solving     |
|                                    | • Willingness to learn |

## EDUCATION

- 
- **National Certificate N4 Financial Management | January 2026- June 2026**  
*Ekurhuleni West TVET College*
  - **Matric equivalent (NQF Level 4)** | **January 2023- December 2025**  
*Ekurhuleni West TVET College*

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## TECHNICAL SKILLS

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|------------------------|----------------------------------|
| • Microsoft Excel      | • Computerized Financial Systems |
| • Sage 50 c Pastel     | • Microsoft Access               |
| • Microsoft PowerPoint | • Microsoft Word                 |

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## EXPERIENCE

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- **Keitumetsi day Care(Volunteering) | January 2024- February 2024**
    - Supervised and cared for young children in a day care setting
    - Assisted with daily activities and maintained a safe environment
    - Worked as part of a team to support the children's routine

## REFERENCE

- **Mr T Mohlala**  
*Educator*  
081 497 4750
- **Ms L Ngidi**  
*Educator*  
079 372 6909