

## CONTACT

## ASIPHE MFIHLO

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Orlando east  
Soweto  
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## OBJECTIVE

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I am a recent graduate with foundational experience in financial management and commerce. - Completed studies at King Hintsa TVET College - Skilled in MS Excel, Microsoft Word, Pastel Partner, Sage Payroll Holds certificates in Financial Accounting, Entrepreneurship, Business Management, and Cost and Management Accounting at N4, N5, and N6 levels.

## EXPERIENCE

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05 May 2021 - 28  
February 2022

- **Trainee accountant**  
Kunokhar chartered accountant and tax practitioners Inc  
File VAT 201  
Prepare annual Financial statements  
File Income tax returns (ITR12 & ITR14)  
File UIF, PAYE and IRP5 (EMP 201 and EMP 501)  
Prepare Management Accounts  
Prepare VAT Schedule  
Prepare COIDA EARNINGS  
sworn affidavit  
Share certificate  
Register new companies on CIPC system  
Prepare invoices for clients  
Generate payslips  
Register new employees on SARS for tax reference  
Prepare Tax mandate form

01 September 2020  
- 30 April 2021

- **Finance intern**  
A1 Bazaar cc t/a Idutywa spar  
Internal auditing  
Suppliers reconciliation  
Payment schedule for employees  
Generate payslips  
Debtors reconciliation  
Cheque reconciliation  
Petty cash reconciliation  
Register employees to SARS  
Update cashup report  
Record invoices to file VAT 201  
Send and receive emails  
Receive call and request statements from suppliers  
Order stock  
Customer service

## EDUCATION

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2018

- **King hintsa tvet college**  
Financial management  
N6

2016

- **Ndamase sss**  
Commerce  
Matric 12

## SKILLS

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- Microsoft excel
- Microsoft word
- Problem Solving
- Pastel partner
- Pastel payroll
- Simply pay
- Sigma system

## REFERENCE

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- **Mrs N Jozana - Kunokhar chartered accountant and tax practitioners Inc**  
Mentor  
0787626286
- **Mrs A Bambiso - A1 Bazaar cc**  
Finance manager  
047 489 1173