

Nosisa [Surname]

[City], South Africa | [Phone number] | [Email address]

PROFESSIONAL SUMMARY

South African Financial Accounting graduate with one year of Settlements experience at FNB Merchant Services. Reconciles accounts, checks figures and reports differences. Applying for the Youth Employment Service Program at Bosch to build workplace experience in finance and operations.

SKILLS

- Account reconciliation and general ledger matching
- Checking figures against source reports
- Reporting discrepancies and exceptions
- Microsoft Excel, including VBA macros
- Power BI
- Following procedures and meeting deadlines
- Writing training guides
- Teamwork and reliability

WORK EXPERIENCE

Work Integrated Learning (WIL) Learner, Settlements

FNB Merchant Services, Financial Operations | [Start month] 2025 to September 2026

- Reconciled the XPAY clearing account to the general ledger every month.
- Built monthly Markoff workbooks and flagged open items and variances.
- Completed daily balancing from system reports and prepared journal entries for sign-off.
- Built a Power BI Merchant Rejections Dashboard.
- Wrote training manuals and presented a training session to colleagues.

EDUCATION

Bachelor of Compliance in Financial Accounting (BCompt)

University of South Africa (UNISA) | Completed 2025

National Senior Certificate (Matric)

Northview High School | 2010 to 2012

ADDITIONAL INFORMATION

- South African citizen
- Language: English (speak, read and write)
- Currently unemployed and available to start immediately
- Willing to work at Midrand or Brits

REFERENCES

Available on request.