

MPHO MOFOKENG

Johannesburg, Gauteng | 071 966 4893 | mphomofokeng1132@gmail.com

PROFILE

Reliable, energetic and detail-driven Matric holder with hands-on experience in cash handling, transaction processing and customer service. Holds a Sage Business Cloud Accounting certification and is proficient in Microsoft Excel and QuickBooks. A South African citizen who takes ownership of her learning and brings a client-first, accurate approach to every task. Seeking an entry-level position in finance, administration or customer service where she can contribute from day one and keep building practical experience.

WORK EXPERIENCE

Money Market Clerk | Shoprite

Mar 2024 – Oct 2025

- Facilitated financial services for customers, including cash handling and transaction processing, with a high level of accuracy.
- Ensured exceptional customer service to build trust and encourage repeat business.
- Maintained confidentiality and accuracy when handling sensitive financial and customer information.

EDUCATION

National Senior Certificate (Matric)

Subjects: Sesotho Home Language, English First Additional Language, Mathematics, Life Orientation, Accounting, Life Sciences, Physical Sciences.

CERTIFICATIONS

- Sage Business Cloud Accounting Practitioner Assessment (SBCACSA) — Sage University, 2021, score 83%

SKILLS

- Cash handling, transaction processing and customer service
- Bookkeeping practices and understanding of debit and credit principles
- Microsoft Excel (VLOOKUP, pivot tables, data analysis tools)
- Accounting software: QuickBooks and Sage; working knowledge of SAP and Oracle
- Bank, general ledger and balance sheet reconciliations
- High accuracy and attention to detail in financial record-keeping
- Problem-solving and resolution of discrepancies in records
- Time management, organisation and ability to meet deadlines
- Effective written and verbal communication
- Professionalism, confidentiality and teamwork
- Curious, proactive learner who works well in fast-paced teams

LANGUAGES

Sesotho (home language), English

INTERESTS

- Tutoring Grade 12 learners and university students
- Community volunteering (COVID-19 symptom screening)

REFERENCES

Available upon request.

 **REPUBLIC OF SOUTH AFRICA**
NATIONAL IDENTITY CARD

Surname:
MOFOKENG

Names:
MPHO

Sex:
F

Nationality:
RSA

Identity Number:
9806171354088

Date of Birth:
17 JUN 1998

Country of Birth:
RSA

Status:
CITIZEN



Signature:
Mofokeng



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