

PATIENCE MALULEKE

patiencemabasa2@gmail.com | 0796277292 | Jerusalem informal settlement, Germiston 1401 | Germiston, Gauteng

PROFESSIONAL SUMMARY

A motivated and detail-oriented Public Finance and Accounting graduate seeking an internship opportunity to gain practical experience in financial management, accounting and public-sector finance. Equipped with academic knowledge of financial administration, data capturing, financial reporting, budgeting, reconciliations and basic auditing principles. Proficient in Microsoft Office, particularly Excel, with knowledge of spreadsheets, data analysis and financial calculations, as well as exposure to accounting systems such as SAP and Pastel. Familiar with public-sector financial legislation and frameworks, including PFMA, Treasury Regulations and BAS. Eager to apply my technical knowledge, strengthen my practical finance skills and contribute accurately and professionally to the organisation while gaining valuable workplace experience.

WORK EXPERIENCE

EDUCATOR ASSISTANT

June 2025 – November 2025

Department of Basic Education
Malamulele, Limpopo

- Performed administrative and office support duties.
- Maintained learner and administrative records.
- Captured and updated information accurately.
- Assisted with filing and document management.
- Worked professionally with staff and the public.

EDUCATION

NATIONAL DIPLOMA IN FINANCE AND ACCOUNTING NQF L6

Tshwane University of Technology

2022 • Financial Accounting, Public Sector Finance, Auditing, Economics, Commercial Law

MATRIC (Grade12)

PP Hlungwani High School

2016 • Accounting, Business Studies, Economics & Mathematical Literacy NQF level 4

Academic Knowledge

PFMA; Internal Auditing Principles; Financial Accounting; Government Financial Administration; Budgeting; Compliance; Risk Management; Financial Reporting; Public Sector Ethics; Records Management

SKILLS

- Strong communication skills (written and verbal)
- Initiative and self-motivation
- Problem-solving and critical thinking
- Team collaboration and relationship building
- Adaptability in fast-paced environments
- Willingness to learn and develop professionally

- Time management and organisational skills
- Attention to detail and accuracy
- Professionalism and integrity
- Innovative and analytical thinking
- Ability to work independently and in a team
- Curiosity and continuous learning mindset
- Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Basic understanding of office systems and workplace practices

Technical Skills

Microsoft Word - Document preparation, formatting, and correspondence.

Microsoft Excel - Data capturing, spreadsheets, and basic reporting.

Microsoft Outlook - Email communication and calendar management.

SAP - Basic financial and administrative system knowledge.

Electronic and Manual Filing Systems.

Data Capturing and Record Keeping.

Internet and Email Communication.

Personal Attributes

Positive attitude and enthusiasm

High energy and commitment

Reliable and dependable

Takes initiative

Customer-centric mindset

Quick learner

Results-oriented

Strong work ethic

Eager to contribute to organisational goals

REFERENCES

Tintswalo Shirile Position

Direct supervisor

Teacher, Tivoneleni Primary School

076 384 9133

Mashalane Phefadu

Mentor

Student Teacher, Tshwane University of Technology

064 763 5828

Hlengani S Maceke

Principal, Tivoneleni Primary School

068 753 1328

REPUBLIC OF SOUTH AFRICA
NATIONAL IDENTITY CARD

Surname: **MALULEKE**
 Names: **PATIENCE**
 Sex: **F**
 Nationality: **RSA**
 Identity Number: **9807200472081**
 Date of Birth: **20 JUL 1998**
 Country of Birth: **RSA**
 Status: **CITIZEN**

Signature: _____

SOUTH AFRICAN POLICE SERVICE
COMMUNITY SERVICE CENTRE
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**Tshwane University
of Technology**

We empower people

NATIONAL DIPLOMA

FINANCE AND ACCOUNTING (PUBLIC)

Awarded to

PATIENCE MALULEKE

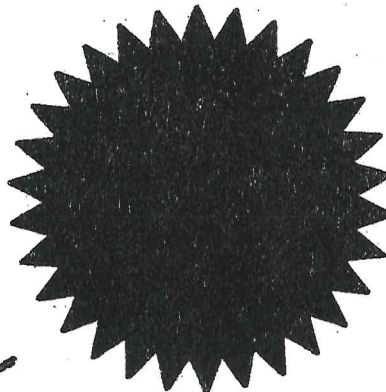
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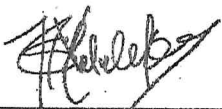
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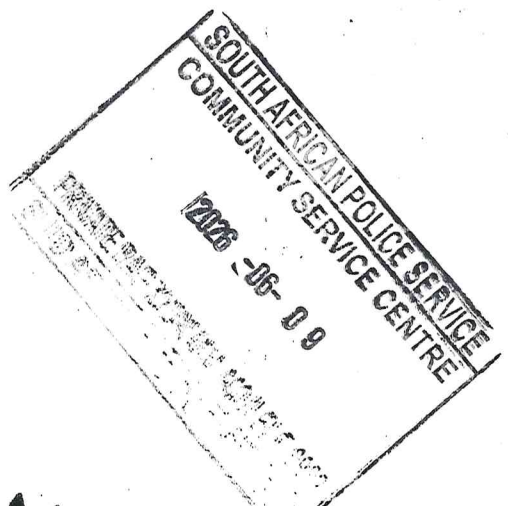
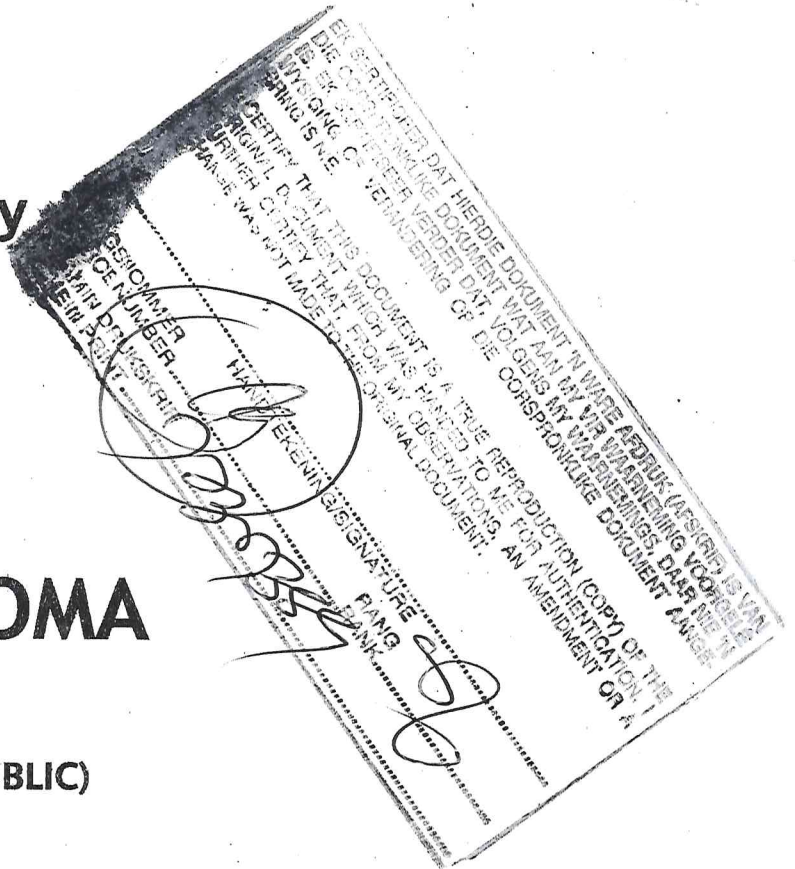




Vice-Chancellor and Principal
in behalf of Council and Senate



Registrar





REPUBLIC OF SOUTH AFRICA

National Senior Certificate

Awarded to

PATIENCE MALULEKE

Identity number 9807200472081

Exam number 7163111190079

Subject

Xitsonga Home Language
English First Additional Language
Mathematical Literacy
Life Orientation
Accounting
Business Studies
Economics

%

67

60

62

68

54

38

37

Achievement

level

5

5

5

5

4

2

2

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With effect from December 2016

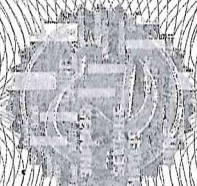
M. S. LAKHETS

Chief Executive Officer

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