

LISWOGA SHONISANI ADVOCATE

Finance Intern | Financial Management Graduate

Lenasia, Johannesburg, South Africa shonisaniadvocate@gmail.com

082 686 9242

PROFESSIONAL SUMMARY

Results-driven Finance Intern with hands-on experience in financial administration, invoice processing, and reconciliation within a government education institution. Adept at managing accounts payable processes, maintaining accurate financial records, and ensuring compliance with reporting standards using enterprise systems such as Microsoft Business Central.

Committed to contributing to organizational financial accuracy and operational efficiency, with a strong foundation in Financial Management. Eager to grow within a structured finance environment in a Finance Clerk, Finance Assistant, or related internship role.

EXPERIENCE

Finance Intern

Gauteng Community Education and Training College (Head Office) | Johannesburg

June 2023 – February 2026

- Processed invoices end-to-end including creation, verification, and approval using the Microsoft Business Central system
- Reconciled bank statements and ensured accuracy in financial reporting
- Maintained and reconciled petty cash records, capturing all transactions in spreadsheets and the financial system
- Ensured all deposits and withdrawals were correctly captured to the appropriate accounts
- Handled document management including printing, filing, and data capturing for the finance department

EDUCATION

National N Diploma in Financial Management

SouthWest Gauteng TVET College | NQF Level 6 | 2024

Grade 12 (National Senior Certificate)

SKILLS

Financial Administration: Invoice processing, bank reconciliation, petty cash management, accounts payable, financial reporting

Systems and Software: Microsoft Business Central, Microsoft Office Suite (Word, Excel, Outlook), data capturing

Core Competencies: Attention to detail, time management, organization, written and verbal communication, teamwork

ROLES AVAILABLE FOR

Primary Focus: Finance Clerk, Finance Administrator, Finance Assistant, Finance Internship

Open To: Accounts Payable Clerk, Creditors Clerk, Data Capturer, Administrative Assistant

REFERENCES

Dimpho Sebaaka Gauteng Community Education and Training College

DSebaaka@gp.cetec.edu.za | 071 325 3899

Slindile Radebe Gauteng Community Education and Training College

SRadebe@gp.cetec.edu.za | 073 471 7665