



NTOKOZO SHANTEEN MKHONZA

Accountant

Contact

Address

222 Ghana Street
Welamlambo Section
Tembisa, Gauteng 1632

Phone

068 861 6917

E-mail

ntokozoshanteen1@gmail.com

SKILLS

- Leadership
- Problem solver
- Client Centered Approach
- Fast learning
- Team-Collaboration

Websites, Portfolios,

Work History

2024-04 -

Junior Accountant

2026-09

Mzansi Tracker, Centurion

- Supplier and customer invoice processing and adjustments.
- Fixed Asset Management
- Inventory adjustments
- Bank allocation and reconciliations
- Daily cash capturing and monitoring
- Journal processing and general ledger maintenance
- VAT preparation and submission
- Monthly management accounts preparation
- Provisional tax calculations and submissions
- Other tax submissions on SARS efilling and queries.
- Tax compliance reports
- Annual Financial Statement preparations .

2022-12 -

Student participant

2022-12

PWC, Midrand

- Learning about the workplace culture.
- Networking with professionals
- Interactive team challenges

Education

2023-11

Bcom: accounting

University of Johannesburg - Johannesburg

- Accounting
- Auditing
- Taxation
- Management accounting

Certifications

Profiles

- [linkedin.com/in/ntokozom-1012471bb](https://www.linkedin.com/in/ntokozom-1012471bb)

LANGUAGES

English

Zulu

IMSAFER SOUTH AFRICA(GBV programme),
Member of ABSIP Student initiative Programme,
Mind My Money Liberty Programme, UJ Certificate
of Achievement

References

- Gina, Mokoena, Recruiter, 0117974000, Pwc
- K Magona, HR manager, 012 661
0146,kunjulwam@mzansitracker.co.za, Mzansi
Tracker

Technical Skills

Sage accounting software
Draftworx
Xero