

LERATO ANGEL MOLEFI

Accounting Science Student | Business, Audit and Accounting Internship Candidate

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PROFESSIONAL SUMMARY

Detail-oriented Bachelor of Accounting Science student at the University of South Africa (UNISA) seeking a business, audit or accounting internship. Solid grounding in financial accounting, bookkeeping, financial statements and financial data analysis, supported by strong Microsoft Excel skills and working knowledge of Sage Pastel. Known for accuracy, reliability and clear communication. Eager to support financial reporting, audit and business operations teams while developing toward a professional accounting career.

EDUCATION

Bachelor of Accounting Science (In Progress) | University of South Africa (UNISA)

Expected Completion: 2027

Relevant Coursework: Financial Accounting, Business Management, Economics

National Senior Certificate (Matric) | Completed: 2023

ACADEMIC ACCOUNTING EXPERIENCE

Accounting Coursework, Case Studies and Practical Exercises | UNISA

- Recorded transactions in journals and ledgers and prepared financial statements, applying core accounting principles.
- Applied bookkeeping principles in case studies to process, classify and verify financial transactions.
- Prepared and analysed financial data in Microsoft Excel using formulas to organise, calculate and summarise results.
- Completed budgeting, financial reporting and data interpretation tasks to support sound business decisions.
- Maintained accurate, well-organised financial records and performed data entry with a high level of accuracy.

PROJECTS

Budget Tracking Project | Microsoft Excel

- Designed and maintained Excel spreadsheets to track, categorise and summarise income and expenses.
- Applied bookkeeping principles to organise financial data and present clear, accurate budget reports.

Data and Records Management Project | Digital Filing Systems

- Developed a structured digital filing system to store and organise financial and administrative records.
- Improved record accuracy and enabled quick, easy retrieval of documents for reporting and review.

SKILLS

Technical Skills: Microsoft Excel (formulas, budgeting, data entry, data organisation), Financial Data Analysis, Bookkeeping, Financial Record Management, Financial Statements, Journals and Ledgers, Sage Pastel (Beginner), Microsoft Word, Microsoft PowerPoint, Google Workspace (Docs, Sheets, Drive)

Professional Skills: Attention to Detail, Written and Verbal Communication, Time Management, Problem Solving, Adaptability, Professionalism, Reliability, Strong Work Ethic