KARABO KUBHEKA

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Zone 6 EXT 1 Residensia, Sebokeng, Gauteng

PROFESSIONAL SUMMARY

Motivated and detail-oriented accounting candidate with a Higher Certificate in Accounting Science and currently pursuing a BCompt in Financial Accounting at the University of South Africa (UNISA). Possesses a foundational understanding of accounting principles, financial management, and business administration, supported by training in office administration. Eager to apply academic knowledge in a professional environment, develop practical accounting skills, and contribute positively to an organisation. Demonstrates a strong willingness to learn, adaptability, accuracy, and a commitment to professional growth.

EDUCATION

Office Administration Introduction Certificate | MANCOSA
2025

Higher Certificate in Accounting Science, NQF Level 5 | University of South Africa (UNISA)
2022–2023

National Senior Certificate (Matric), NQF Level 4 | Ennerdale Secondary School
2020

SKILLS

- Microsoft Office Suite: Word, Excel, PowerPoint, and Outlook
- Clear and professional written and verbal communication
- Attention to detail and accuracy
- Interpersonal and teamwork skills
- Ability to multitask and prioritise tasks effectively
- Time management and organisational skills
- Ability to work independently with minimal supervision
- Adaptable and innovative
- Report Writing and research skills
- Good people skills
- Telephone etiquette

PROFESSIONAL EXPERIENCE

Entry-Level Candidate | Seeking First Professional Opportunity

No formal work experience to date. Eager to gain practical experience in accounting, finance, or administration and apply knowledge gained through academic studies. A quick learner who is adaptable, detail-oriented, and willing to take on new responsibilities. Committed to developing professional skills, learning workplace procedures, and contributing to a team while maintaining accuracy and professionalism.

REFERENCES

Church Leader: Mr S. Mpheche | 081 313 2344