HLOMLANI BEKISO

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0717130849 | hlomlabekiso@gmail.com

Objective

Motivated Finance graduate with N6 Financial Management and specialised training in Payroll Administration, Payroll Tax and Payroll Tax Legislation. Skilled in processing salaries, PAYE, UIF, SDL, payslips and reconciliations. Accurate, confidential and deadline-driven. Seeking a Payroll Administrator / Finance Clerk

Education

- **Imiqhayi senior secondary School** 2023
  Matric
  Grade 12
- **Nkangala TVET College** 2025
  Financial management
  N6
- **EduCourses** 2026
  Finance clerk
  Short course
- **EduCourse** 2026
  Payroll administration
  Short course
- **Sage university** 2026
  Sage payroll tax & sage Admin and legislation
  Short course

Experience

- **Ackermans** 28/09/2025 - 07/10/2025
  Retail assistant
  Assisted with stock unpacking, shelf filling, and stock control
  - Observed till operations and cash handling procedures
  - Developed attention to detail and customer service skills
- **School experience** -
  Finance / Payroll Practical - TVET College*
  - Captured invoices, processed payroll for practical assignments
  - Prepared payslips, calculated PAYE & UIF, reconciled payroll
  - Assisted with filing, data capturing, creditors

Skills

- Computer: MS Excel, Word, Data Capture, PowerPoint, Pastel, Sage Payroll
- Administration: Stock control, filing and record keeping, cash handling
- Finance: Financial reporting basic, Cost & Management Accounting N6, Payroll, Finance Clerk duties, Debtors / Creditors

Languages

- isiXhosa -fluent
- English -fluent

Reference

- **Mr Tsepo Nchanchi - Nkangala TVET College**
  Lecturer
  +27 64 650 4984