

# Tebogo Emmanuel Maboea

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My name is Tebogo Maboea. I completed my Diploma in Accounting and Financial Computing through the Independent Institute of Education in 2015. In 2016 I started work at Thulisile Financial Services as an assistant Bookkeeper. Since then I have went on to for various organizations and the introduction to the work environment has broadened my experience in the corporate world. I have been exposed to professional requirements such as: Productivity; multi-tasking and ethical behavior.

## Professional Experience

### Linkfields Innovations

01/23 - 12/23

#### Finance Associate(Financial Accountant)

- Capturing bank statements
- Preparing expense claims
- Invoice referencing
- Creating customer and supplier invoices
- Reconciliation
- Record keeping

### Thulisile Financial Services

10/16 - 08/18

#### Assistant Bookkeeper

- Capturing bank statements
- Invoice referencing
- Fixed assets
- Payroll

### Sasol

06/24 - present

#### Intern Accountant

- Processing of Disbursements on SAP
- Processing monthly service fees on SAP
- Printing out customer statements from SAP
- Printing out proof of payments from SAP
- Monthly recoveries from customer accounts
- Monthly recons

## Education

### Technical High School Langlaagte

01/09 - 12/13

#### Matric - 12

### Independent Institute of Education

01/14 - 12/15

#### Diploma In Accounting And Financial Computing

## Key Skills

- Expense tracking
- Accounting and Bookkeeping

- Data entry
- Payroll
- Account reconciliation
- Record keeping

## Interests

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- Bettering myself
- Sports
- Music
- Podcasts

## References

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Letshego Netshaulu - Manager, Management Accounting , Sasol  
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Claudia Nonodi - Snr Management Accountant , Sasol  
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