

LWANDO MCOTELI



CONTACT

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0766613408

PERSONAL DETAILS

Marital Status : Single
Nationality : South African
Gender : Male
Driving Licence : Code 8
Place : Johannesburg S. A

SKILLS

Financial Accounting
Financial Administration
Project Management
Bookkeeping to Trial Balance
Payroll & Monthly Sars Returns
Computerised Bookkeeping : Sage Pastel
Accounting | Payroll
Financial Statements & Reports
SARS E-Filing
Income Tax Returns
Financial Forecasting
Human Resource Management
Quickbooks
Microsoft Excel | PowerPoint | Word |
Project | Power Bi | Outlook | Teams

INTERESTS

Golf
Economic News
Youth Development
Tech and Finance

OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization with extensive experience in Accounting, Finance and Computerised Financial Administration.

EXPERIENCE

Vavha Construction (Johannesburg)

2021 - 2022

Financial Administrator
Project Management
Accounting Procedures
Creating and Updating Excel Spreadsheets
Updating Daily Transactions
Managing Accounts Recieveables and Payables
Reviewing Purchase and Credit Orders
Managing Creditors Accounts
Preparing Monthly and Quarterly Reports
Keeping Records of Invoices and Tax Payments
Asset Register Management
Payroll Processing
Identity and Account Discrepancies
Reports on Financial Projections
Computerrised Book Keeping
Reconciliations

Hermisat Security & Construction (East London)

2017 - 2019

Project Accountant
Project Management & Accounting Roles
Corporate Strategy
Bookkeeping Sytems
Pastel Training and Setup
Accounting and Reporting
Construction Management Reports
Debtors & Creditors Management
Sars and Vat Reports
Payroll Administration
Monthly Director Reports
Financial Statements Preparation

Old Mutual PFA (East London)

2015 - 2016

Financial Advisor
Life and Short Term Insurance

Prouct Sales and Distribution
Professional Financial Advice
Financial Planning
Customer /Client Surveys
Product Feedback Analytics
FAIS | TCF | FSP
Insurance
Wills and Trusts
Estate & Retirement Planning
Monthly Budget Planning

Primi Piatti (East London)

2012 - 2014

Floor Manager

Assistant Management

Waitering | Cash | Floor management

Processing purchase orders

Cash management

Cash Reconciliation

Overall Business Management...

Quality Assurance

Stock counting,

Assisting in business and audits.

EDUCATION

University of Cape Town

2017

Project Management

Professional Certificate

ICB

2014

Financial Accounting

NQF6

PROJECTS

Nigel Dube Social Housing (Johannesburg)

Financial Administration 2021

Human Settlement

Social Housing Construction Project

Sebokeng Social Housing Pro

Financial Administration 2021

Vavha Construction

Human Settlement Project

Ocean View Terraces IDZ (East London)

Hermisat Construction 2017

Project Management | Administration

Construction of 608 Social Housing Unit Flats

R202 million Project Value

Primi Piatti Re-Branding

Market & Research Branding

Modern Branding

Corporate Identity Audits

Staff and organizational

Culture Restructuring

Food Menu Re Designa

REFERENCE



Athenkosi Nkone - "Vavha Construction "

Project Accountant

0797324432

Loyiso Sidlayiya - "Hermisat Construction "

Director

0813296606

Zinzi Mafanya - "Old Mutual PFA"

Manager

0733459390

Imi Zikhali - "Primi Piatti "

Manager

0672791313