

PERSONAL DETAILS

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WORK EXPERIENCE

- **Papervalley (Pty) Ltd – (September 2016 – Present)**

Papervalley is an accounting firm that aims to assist clients to have their books in order in line with the BICA standards.

TITLE: Managing Director

Key Mandates;

- Responsible for the day to day running of the firm.
- Responsible for the verification of client's financial statements.
- Supervision of junior staff to ensure clients' work is done timeously.
- Responsible for clients' tax compliance with BURS.
- Responsible for maintenance and creation of fixed asset registers for clients.
- Responsible for insurance covers for the firm and clients alike.
- Responsible for regular visits to clients to update their books.
- Responsible for monthly reports to all clients.
- Responsible for the contract and policy formulation for clients.
- Responsible for internal controls review for clients.

- **G4S Botswana Limited – (June 2015 – September 2017)**

The company is a listed entity specializing in providing secure solutions spanning from manned security, systems (alarms & CCTV) installations & monitoring, cash solutions & facilities management services in the form of cleaning and maintenance services.

TITLE: Financial Accountant

I possessed direct reporting line to the Finance Manager and the Finance Director.

ACCOUNTING SYSTEMS USED: Pastel Evolution

KEY MANDATES;

- Monthly financial reporting within the entity and to the regional office through the Business & Planning Consolidation (BPC) system (SAP).
- Responsible for monthly General Ledger Reconciliations.
- Monthly financial analysis for the business.
- Regular review of insurance covers, and processing of insurance claims.
- Monthly revisions for accruals and provisions to ensure compliance with Group policy.
- Assisting the finance manager and finance director during audits, both internal & external.
- Responsible for ensuring tax compliance with Botswana Unified Revenue Services (BURS).
- Supervision of the Accounts Payable section of the business.
- Supervision of Inventory department inclusive of company fuel stations.

- **G4S Facilities Management – (June 2013 – June 2015)**

The company is involved in facilities management services for different organizations as well as undertaking the cleaning services across Botswana.

TITLE: Accounts Assistant

ACCOUNTING SYSTEMS USED: Pastel Evolution & QuickBooks 2014

PROJECT ACHIEVEMENTS:

1. Successful data migration for two entities from QuickBooks to Pastel Evolution.

KEY MANDATES;

- Monthly Financial Reporting (SAP for regional reporting on a monthly basis)
 - Inventory count and valuation (Holding Company & Subsidiary)
 - Monthly Bank (Cashbook) & General Ledger reconciliations
 - Petty Cash Supervisory role for branches
 - Fixed Asset Register Maintenance and reconciliations on monthly basis.
 - Monthly Financial analysis of Profit & Loss
 - Trade Payables (capturing supplier invoices, Suppliers' reconciliations & payments as well ensuring invoices correspond to purchase orders)-3 Entities
 - Preparation of payments for travel advances and other operational needs
 - Undertaking journal entries for expense accruals, provisions, and any other general ledger requirements
 - Trade Receivables supervision and handling major queries, and bad debts provisions and control
 - Preparation of HR provisions and reconciliation (provisions for severance & leave), tax and expense accruals-4 Companies
 - Maintaining intercompany related accounts.
 - Preparation of Tax returns
 - VAT Returns (VAT reconciliations (3 Companies)), and
 - Self-Assessment Tax (SAT),
 - PAYE and Other Withholding tax (WHT & OWHT)
 - Assisting and providing support to Finance Manager during both internal & external audits
- **BIHL Insurance Company Limited t/a BIHL Sure (May-August 2012)**

The company is primarily involved in short-term insurance and legal insurance within Botswana.

TITLE: Finance Internship (Industrial Attachment)

KEY MANDATES;

- Electronic funds transfers, telegraphic transfers and cheque payments to suppliers
- Premium batch processing & Commissions deductions
- Bank and Income reconciliations

- Invoice and Payment Capturing into ESKADENIA accounting system

EDUCATION BACKGROUND

- **ACCA (Present) - *In progress.***
- **University of Botswana, Gaborone (August 2009 – May 2013)**
Bachelor of Finance degree
Cumulative G.P.A: 4.2/5.0
- **Botswana Accountancy College, Gaborone (July 2012-November 2012)**
Certificate in Proficiency, Short-term Insurance
Grade obtained: Pass
- **Loras College, Dubuque, Iowa (USA) (August 2011 – December 2011)**
Junior Exchange student (Fall Semester 2011)
G.P.A: 3.88/4.0
- **Naledi Senior Secondary School, Gaborone (2007-2008)**
Completed BGCSE with a 43 point overall
 - Form 5 Best in Accounting (2008)
 - 3rd position in National Accounting Problem Solving Fair (2008)

ADDITIONAL SKILLS

Budgeting skills

- I have been involved with the budgeting process and understand forecasting for the current periods, as well as ensuring assumptions for the budgeted period align with the current undertakings of the business.
- Recent undertaking in the 2016 budgeting process for G4S Botswana.

Computer Literacy

- I am conversant with Microsoft Office products (MS Word, Excel, and PowerPoint) and Microsoft Outlook and Google Mail.
- I am conversant with the Quick books and Pastel accounting systems.

Time management skills

- I am able to effectively manage, plan and co-ordinate my time to ensure that I complete all my duties within the stipulated time period.

- Ability to work extra hours to meet deadlines.

Communication skills

- I have developed good interpersonal skills through interacting with customers, suppliers and colleagues of different traits, needs and behaviour.

Team working skills

- I have the ability to work both on my own and with colleagues as evidenced by a good rapport with my colleagues.

PERSONAL

- Reading motivational/inspirational books
- Social Bicycle riding
- Listening to Music
- Aspiring entrepreneur with firm belief that SME's in the country need proper financial planning to prosper and continue contributing significantly to the economy.

REFEREES

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