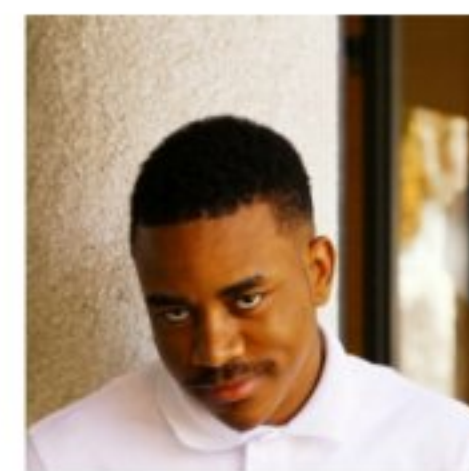


RUPERT BRENDON BOOIS

Detail-Oriented Accounting Assistant | Financial Reporting & Analysis



PERSONAL DETAILS

31 Richter Street, Pionierspark, 10005 Windhoek
brendongustavo21@gmail.com, +264817509765
Driver's license: C1
Gender: Male
Nationality: Namibian
ID: 02013100361

PROFILE

Detail-oriented and motivated **Accounting Associate** with over **two years of professional experience**, currently pursuing a **Bachelor's degree in Accounting (NQF: 7)**, set to graduate in **2025**. Proven ability to **manage financial records, perform audits**, and support senior accountants with accuracy and efficiency. Adept at leveraging analytical skills to enhance financial processes and contribute to the overall financial health of the organization. Seeking opportunities to apply my academic knowledge and practical experience in a dynamic accounting environment.

EMPLOYMENT

Accounting assistant/ Accounts Clerk

Jun 2022 - Present

Africa Provider Offshore Service (Pty) LTD - APOS, WINDHOEK

- **Invoice and Payment Processing:** Efficiently handle and process invoices, ensuring timely and accurate payments to suppliers.
- **Account Reconciliation:** Manage supplier and customer accounts, ensuring all records are accurate and up-to-date.
- **Petty Cash Management:** Record and reconcile petty cash transactions to maintain accurate financial records.
- **Requisition Handling:** Assist with requisitions and procurements, ensuring proper documentation and compliance with company policies.
- **Financial Reporting:** Support the preparation of financial reports and assist with monthly and annual closing procedures.
- **Software Proficiency:** Utilize accounting software such as **QuickBooks** and **Sage** to manage transactions and generate reports, enhancing overall efficiency.

Skills Acquired:

- **Attention to Detail:** Developed a keen eye for accuracy in financial transactions and documentation.
- **Organizational Skills:** Improved ability to manage multiple tasks and prioritize effectively.
- **Financial Analysis:** Gained experience in analyzing financial data and identifying discrepancies.
- **Communication:** Enhanced ability to communicate effectively with suppliers, customers, and internal teams.
- **Technical Proficiency:** Gained hands-on experience with **QuickBooks** and **Sage**, improving efficiency in financial management.

EDUCATION

University - Bachelor of Accounting (NQF: 7)

Mar 2022 - Dec 2025

Namibia University of Science and Technology, WINDHOEK

Bachelor of Accounting (NQF: 7)

- **Financial Reporting and Analysis:** Proficiency in preparing and interpreting financial statements.
- **Auditing:** Skills in evaluating financial records for accuracy and compliance.
- **Taxation:** Understanding of tax laws and their application in financial planning.
- **Accounting Software:** Competence in using various accounting and financial management software.
- **Managerial Accounting:** Ability to assist in budgeting, forecasting, and financial decision-making.
- **Regulatory Knowledge:** Familiarity with accounting standards and regulations.

High School - Matric (Grade 12)

Jan 2017 - Nov 2021

Outjo High School, WINDHOEK

SKILLS

GOOD COMMUNICATION



LEADERSHIP



Organizational Skills



Confidentiality



CREATIVE



Data Entry



Problem-Solving



Customer Service



LANGUAGES

Afrikaans



Khoekhoegowab



English



ACHIEVEMENTS

- **Certificate of Achievement:** National Accounting Talent Search Examination (NATS) 2021 (AS Level) – Achieved **First Rank on National Merit**.

High School Certificates of Performance: Recognized for exceptional academic performance in Mathematics, Accounting, Entrepreneurship, Economics.

REFERENCES

Veronique Hermann - CEO

APOS, WINDHOEK

ceo@apos-namibia.com



Republic of Namibia

Ministry of Education, Arts and Culture

Namibia Senior Secondary Certificate (Subject Award)

This is to certify that the candidate named below was awarded the following grades for the subjects shown in the examination of November 2020.

RUPERT B BOOIS

Date of Birth: 31 January 2002

Subject	Level	Grade
Accounting	Ordinary	A(a)
English as a Second Language	Ordinary	A(a)
Afrikaans as a Second Language	Ordinary	B(b)
Economics	Ordinary	B(b)
Business Studies	Ordinary	C(c)
Mathematics	Ordinary	C(c)
SUBJECTS REPORTED: SIX		

Executive Director
Ministry of Education, Arts and Culture

Vice-Chancellor
University of Cambridge

In collaboration with

University of Cambridge Local Examinations Syndicate



**Cambridge Assessment
International Education**

Candidate Number: 200M090066
Certificate Number: NNO200007169
Date of Issue: 25 May 2021



00183920

EDUCATIONAL LEVEL OR CREDENTIALS:

NSSCAS & NSSCO

STATEMENT OF RESULTS NAMIBIA SENIOR SECONDARY CERTIFICATE (ADVANCED SUBSIDIARY)

Session

November 2021

Centre / Candidate Number

M09 / 21AM090029

Candidate Name

RUPERT B BOOIS

Date of Birth

31-01-2002

To be quoted on all
Correspondence

Centre Name

Outjo SS

Subject Code

Subject Title

Result

8202

English as a Second Language

c(c)

8227

Mathematics

c(e)

8244

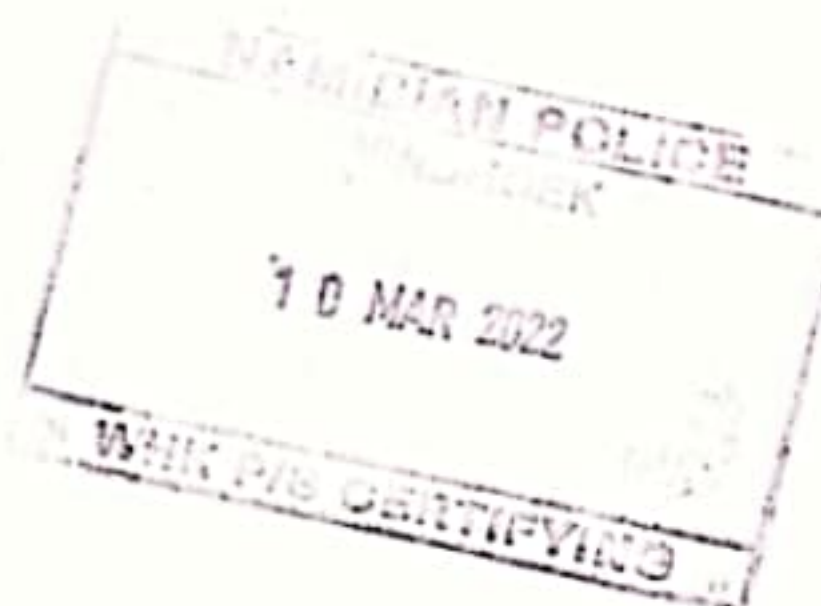
Accounting

c(c)

8246

Economics

d(d)



Explanatory Notes

This is a Namibia Senior Secondary Certificate (NSSC) Advanced Subsidiary Level statement of results. The Directorate of National Examinations and Assessment reserves the right to amend the information on this statement. Results will be confirmed by the issue of a certificate.

NSSC Advanced Subsidiary Level results are reported on a 5-point scale of grades: a(a), b(b), c(c), d(d), e(e), grade a(a) being the highest and grade e(e) the lowest.

UNGRADED (U) indicates a standard below that required for grade e(e) for NSSC Advanced Subsidiary Level.

NO RESULT (X) indicates that a result cannot be issued because of absence for the whole or part of the examination in the subject or because of a decision not to issue a result for some other reason.

PENDING (Q) indicates that a result cannot be issued at present but will follow in due course.

Only subjects in which NSSC Advanced Subsidiary Level grades a(a) to e(e) are achieved will be reported on certificates.



MINISTRY OF EDUCATION, ARTS AND CULTURE
DIRECTORATE OF NATIONAL EXAMINATIONS AND ASSESSMENT



SCHOOL OF ACCOUNTING
10th National Accounting Talent Search Examination (NATS) 2021

CERTIFICATE OF ACHIEVEMENT

Awarded to

Rupert Boois

For participating in the NATS Examination 2021 (AS Level)
and achieving **First rank on National Merit.**

84%



Mr S. Kapenambili
Coordinator, NATS 2021