

Highly motivated and resourceful Jr. Finance Clerk with 1-2 years experience in the Finance and Administration Field. Strong analytical skills and extensive experience in finance system operations. Independent self-starter and highly recognized team player committed to providing a high level of competency by anticipating the needs of clients and working diligently to provide quality solutions.

## PERSONAL DETAILS

<b>Full Names</b>	Hlologelo Ramogohlo
<b>Surname</b>	Sebake
<b>ID Number</b>	9610150656087
<b>Gender</b>	Female
<b>Marital Status</b>	Single
<b>Date of Birth</b>	15 October 1996
<b>Nationality</b>	South African
<b>Languages</b>	Sepedi, English, Setswana and Zulu

## CONTACT DETAILS

<b>Residential Address</b>	111 Manor Park 26 Pongola Avenue Randburg Ridge ext 130 2169
<b>Contact Details</b>	076 950 1749
<b>Alternative number</b>	079 924 7221
<b>Email address</b>	<a href="mailto:hlologeloram@gmail.com">hlologeloram@gmail.com</a>

## COMPETENCIES

- Strong leadership skills.
- Problem-solving.
- Computer literate-MS office package
- Interpersonal communication skills.
- Team work.

- Listening skills.
- Attention to detail.
- Report writing

QUALIFICATION	
<b>1. Qualification</b>	<b>Bachelor of Technology in Internal Auditing</b>
Institution	Tshwane University of Technology
Year Completed	2019
Major Courses	Auditing IV, Financial Management IV, International Law IV, Cost and Accounting III
<b>2. Qualification</b>	<b>National Diploma in Internal Auditing</b>
Year Completed	2018
Institution	Tshwane University of Technology
Major Courses	Auditing, Financial Management, International Law IV, Cost and Accounting III
<b>3. Qualification</b>	<b>National Higher Certificate in Accountancy</b>
Institution	Tshwane University of Technology
Year Completed	2015-2017
Major Course	Financial Accounting, Commercial Law for Accountants, Cost and Accounting, Economics
<b>4. Qualification</b>	<b>Grade 12</b>
Institution	Derek Kobe Senior Secondary School
Year Completed	2014

## WORK EXPERIENCE

Company: Ascendis Health

Year: :2020

Duration :12 months (from August 2020 to June 2021)

### **1.Finance Clerk Intern (Creditors)-Supply Chain Ascendis health**

Duration :3 months

- Creating new supplier on Syspro /sage evolutions • Preparing creditors reconciliations.

- Posting invoices
- Paying vendors by scheduling pay checks and ensuring payment is received for outstanding credit; generally responding to all vendor enquiries regarding finance.
- Keeping track of all payments and expenditures, including payroll, purchase orders, invoices, statements, etc.
- Matching age analyses report with statement.

## **2.Treasury Analyst Intern (Head Office)**

**Duration: November 2020 to March 2021**

- Create beneficiary for fx on IT2.
- Load payment for fx on IT2 net
- Prepare Ascendis settlement report for fx payment on IT2 net e.g., Absa fx.
- Load payment on standard bank (both on OCB88 and ASC12) •
- Fleet cards processing
- Call deposits and reviewing Absa amendments
- Account closure and filling adding-on profile forms for Nedbank and St

## **3.Finance Clerk (National Dept of Health)**

**Duration: April 2021 – March 2022**

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- Render financial accounting transactions
- Receive invoices and check for correctness, verification, reconciliation and approval
- Process invoices and filing of all documents
- Perform bookkeeping and general administration support services
- Captured all transactions and clear suspense accounts
- Process electronic transactions and compile journals
- Render budget support services, budget preparation, budget monitoring, budget review

## **4.Data capture (Dept of Health provincial)**

**Duration: August 2022 – January 2023**

- Capture EVDS data at vaccination sites
- Ensure captured EVDS data is accurate
- Capture EVDS and other ancillary data during demand creation campaigns
- Always capture vaccination paper records into EVDS
- Support vaccinators and demand creation teams in community engagement activities
- Respect patient confidentiality
- . Support capturing of GPS locations of key sites and key activities in the field.
- Conduct regular data editing and updates as req

## REFERENCES

<b>Name</b>	Marshall Gwezere
Position	Junior Treasury Analyst
Telephone	+27 (0)67 064 8103
Department	Ascendis Financial Services
Name	Sipho Mgesi
Position	Senior finance clerk
Company	National dept of health
Telephone	012 395 8147/073 690 7724
Name	Wealth Matsambo
Position	Treasury analyst assistant
Company	Ascendis health
Telephone	079 903 0966
Name	Mokete Mawasha
Position	Project coordinator
Company	Dept of health provincial (right to care project)
Telephone	082 492 0647