

Hope Ntsoaki Seokotsa
15 July 2021

Personal Profile

Hope is a Trainee Accountant (Audit assistant). She holds a bachelor's degree in Financial Accounting (BCom) from the North-West University with Accounting, Taxation, Management Accounting, Financial Management and Auditing as majors. Hope also aspires to become a Professional accountant in the near future.

Hope is looking for any opportunities that will help her grow as a prospective accountant. Specifically, Hope is looking for an opportunity within Accounting, Tax, Audit and Financial Management. Openminded to any other related opportunities.

Hope has over three years working experience. Hope has worked a lot with people and adapts easily to change. Hope is a probing and inquisitive individual who enjoys working in a collaborative environment and appreciates exposure to different environments within the accounting, audit industry, which present opportunities for growth. In her spare time, she enjoys spending time with friends, family, keeping up with global current affairs.

Demographic Information

Gender	Female
Disability	N/A
Race	African
ID/Passport	
Contact no.	083 389 9211
Email	seokotsahope@gmail.com
Preferred name	Hope
Qualifications	BCom Financial Accounting

Relevant Experience

Company	WeDo Inc
Period	February 2020 – Present
Role	Trainee Accountant/Auditor
Responsibilities	• Statutory audits and reviews in compliance with the applicable legislation. • Accounting officer duties with the applicable legislation. • Financial Statement compilation and finalisation. • Meet, liaise, communicate and correspond with clients.

Company	Volvo Group Southern Africa
Period	May 2019 – February 2020
Role	Finance Intern
Responsibilities	• Customer credit application management ○ Interrogate all new customer credit application for completeness to ensure good credit risk. ○ Interrogation of Experian report for credit worthiness and risk portfolio of customer. ○ Provide recommendation based on the assessment of the level of credit to provide to new customer. ○ Weekly update of progress statistics for Gemba review. • Management of customer Master files ○ Ensure that the customer Master files are maintained as up to date as possible. ○ Regularly review master data information for completeness. • Management of unidentified Cash Accounts ○ On a daily basis, co-ordinate all the inputs from business partners to identify cash deposits. ○ Where deposits remain unidentified, investigate, using history and all open account receivables records to

Curriculum Vitae

	- identify receipts. - Work with the bank on all unidentified deposits with the intention of obtaining identifying mothers. - Credit case Management - Evaluate all credit history of the customer and consultation with business which will the recommend either lowering or raising credit limits for customers. - Journal Preparations - Balance sheet reconciliations - Review and Revision of customer credit risk - Project Management
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Company	North-West University
Period	February 2016 – October 2018
Role	Reading Lab Assistant
Responsibilities	Helping students increase their reading speed to 350 words per minute.

Qualifications and Skills Matrix

Degree / Diploma / Training Courses	Institution	Year Completed
Postgraduate Diploma (Financial Accounting)	University of South Africa	Pending
BCom (Financial Accounting)	North-West University	2018
National Senior Certificate (Grade 12)	Bekker High	2014

Skills

Area	Category	Experience	Rating	Last used
Microsoft Office suite	PowerPoint	8 years	5	Current
Microsoft Office suite	Word	8 years	5	Current
Microsoft Office suite	Excel	8 years	5	Current
Microsoft Office suite	Outlook	3 years	5	Current
SAP	Accounting	9months	3	February
Caseware	Audit/Accounting	1 year	4	Current

Curriculum Vitae

LEVEL	Skills
1	Had appropriate training only
2	Limited practical experience
3	Solid practical experience
4	Well versed, extensive experience
5	Expert, extensive experience

Leadership

North-West University

Period	August 2017 – August 2018
Society	ABASA student chapters
Position	Treasurer

Bekker High School

Period	2011-2014
Position	• Hostel Head Girl • Class Representative • Grade Representative