

# PRECIOUS KHOMO

PROFESSIONAL ACCOUNTANT



## Contact Me

### Mobile

0766731498

### E-mail

kpreciousnozipho@gmail.com

### Address

A420 Nhlangwana Walk,  
Kwadabeka Township  
Durban, South Africa

### Birth Date

Date: 05/Apr/1988

## Languages

English, IsiZulu

## Skills

Accounting, auditing, taxation,  
communications, Pastel,  
accountability, pivot tables,  
easyaccounts, IQ Retail

## Interest

Studying

## References

Nathan Pillay - Financial Manager

## Summary

Certified Professional Accountant with over six years of invaluable experience in finance. Possesses a BCompt degree with a focus in financial accounting, managerial finance, cost accounting, taxation and auditing. Seeking to leverage my accounting expertise and experience in an accountant role.

## Education

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2006 - 2008

### Durban University of Technology

ND: Financial Accounting

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2009 - 2018

### University Of South Africa

BCompt: Accounting Science

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2020 - Current

### University of South Africa

Post Grad Diploma: Accounting Science

## Experience

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2019 - Current

### Supatrade Spar

Bookkeeper

Identification and passing of journal entries and cost allocating entries, accruals, prepayments and inter-company account balancing

Issuing of inter-company and debtors invoices

Compilation of general ledger reconciliation to support integrity of

Supatrade Spar  
(031)569-9200

accounts

Reconcile sundry creditors to creditor's statement and investigate discrepancies.

Hanusha Naidoo - Financial  
Accountant

Michelle Footwear  
(031)4500-021

Conduct monthly reconciliation of every bank account, cash sales and cash banking.

Kevin Reddy - Manager  
SJ&A

Salary control account reconciliation

078 629 0027

Reviewing income statements and investigating between actual vs budget variance

Assist with the preparation and coordinating of the audit process

Debit order processing

Preparing closing stock imports

Interest calculation on loans

Compilation of insurance claims

Check daily store cash ups

Investigate monthly petty cash and collect supporting documents.

Preparing weekly and monthly payments and ensuring timely payment of creditors

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2016 - 2019

## **Michelle Footwear**

### **Retail Bookkeeper**

Bookkeeping to a trial balance by recording and allocation of transactions from source document.

Maintain general ledger accounts including debtors and creditors by verifying, allocating and posting transactions.

Monitor creditors and pay supplier invoices in a timely manner.

Reconcile creditors to creditor's statement and investigate discrepancies.

Conduct monthly reconciliation of every bank account, cash sales and cash banking.

Maintain cash flow to show the actual cash that comes in and out of the business.

Maintain historical records by filing all documents.

Interest calculations on all shareholders' loan accounts.

Submission of monthly statutory returns to SARS (VAT and PAYE).

Reconcile supplier invoices to goods received notes (GRV) and investigate any differences.

Assist with annual and surprise stock take.

Compile monthly management accounts.

Provide clerical and administrative support to management.

Investigate monthly disbursements and collect supporting documents.

Assist Management with Cash Flow projections for future planning.

Liaise with auditors in conducting audits.

VAT reconciliation for submission purposes.

Timely payment of provisional taxes

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2013 - 2016

## **SJ&A Chartered Accountant**

### **Trainee Accountant**

Bookkeeping to the income statement and balance sheet from source documents.

Processing on Pastel.

Monthly and annual reconciliation of cashbook, VAT and general ledger accounts and investigation on any discrepancies.

Maintenance of ledger accounts including debtors and creditors.

Submission of monthly and yearly statutory returns (VAT, PAYE, UIF, Workman's compensation and annual returns).

Monthly payroll administration and 6 monthly reconciliations on easy file.

Interest calculations on loans.

Preparation of monthly management accounts.

Attending to SARS related queries and administrative duties.

Registering an entity with CIPC and all related administrative work.

Accounting officer's report

Perform full and attorney audits.

Perform full audit work with assistant from Management.

Finalize an audit file, working papers and propose an audit opinion.

Perform annual and surprise stock take as part of the audit.

Update, monitor and manage assets register.

Filing and documents management.

Preparation and compilation of interim and annual financial statements.

Review procedure of annual financial statements.

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2009 - 2011

## **Murray Square Pharmacy**

**Front Shop Assistant**

Attended to customers.

Selling over the counter medication and front shop items.

Marketing in-house specials.

Managing and handling all aspects of a till register.

Reconciling till register after shift.

Assisting the Pharmacist in the dispensary.



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