[YOUR NAME SURNAME]

[Cell number]
[Email address]
[Area, City, Province]
[LinkedIn URL if used]
[Driver’s licence if relevant]

PROFILE

Detail-focused accounts clerk with [X months/years] experience supporting creditors/debtors functions, invoice capturing, and reconciliations. Comfortable working on [Sage/Pastel/Excel] and handling high-volume paperwork with accurate filing and audit trail. Known for meeting deadlines, following up professionally with suppliers/customers, and keeping records clean for month-end.

KEY SKILLS

- Invoice capturing (matching PO, invoice, delivery note)
- Creditors / Accounts Payable support (statements, reconciliations)
- Debtors / Accounts Receivable support (allocations, follow-ups)
- Bank / creditor reconciliations support
- Payments: remittance advice, proof of payment (POP) filing
- Petty cash control and receipt filing
- Microsoft Excel (basic formulas, sorting, filters)
- [Sage/Pastel version] (capturing, supplier/customer maintenance)

WORK EXPERIENCE

Accounts Clerk — [Company], [City]
[Month Year] – [Month Year]

- Captured supplier invoices and credit notes on [Sage/Pastel], ensuring correct VAT/tax invoice details and supporting documents attached.
- Matched invoices to purchase orders and delivery notes; flagged discrepancies for approval before posting.
- Prepared creditors reconciliations using supplier statements; followed up on outstanding invoices, credits, and queries.
- Assisted with payment runs by preparing remittance advice and maintaining proof-of-payment records.
- Maintained organised filing (physical and digital) so documents could be found quickly for queries and month-end packs.

Admin Assistant (Finance Support) — [Company], [City]
[Month Year] – [Month Year]

- Supported finance team with document preparation, filing, and daily capturing on spreadsheets.

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- Processed receipts and logged petty cash transactions; kept supporting slips filed by date and category.
- Handled supplier/customer calls professionally and escalated account queries with full supporting information.

EDUCATION

N6 Financial Management — [College], [Year]
Relevant modules: Financial Accounting, Cost & Management Accounting, Entrepreneurship & Business Management

National Senior Certificate (Matric) — [School], [Year]
Subjects (optional): Accounting, Mathematics/Maths Lit, Business Studies

COURSES & SOFTWARE

- Sage Pastel training — [Provider], [Year] (capturing invoices, supplier/customer setup)
- Excel basics — [Provider], [Year] (formulas, filters, simple reports)

REFERENCES

Available on request.

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