[Your Full Name]

[City, Province]
[Cell number]
[Email address]
[LinkedIn URL if updated]

PERSONAL PROFILE

Bookkeeper with [X years / entry-level] experience supporting small to mid-sized businesses with accurate processing and reconciliations. Comfortable with bank recons, debtors/creditors admin, document control and month-end support. Systems: [Sage Pastel / Pastel Partner / Xero] and strong Excel (filters, formulas, basic PivotTables). Currently seeking a [junior bookkeeper/bookkeeper] role where I can grow into processing to trial balance and stronger VAT/payroll exposure.

KEY BOOKKEEPING SKILLS

- Bank reconciliations (monthly) and clearing of recon items
- Cashbook processing, allocations and supporting documents
- Debtors: invoicing, statements, age analysis follow-ups
- Creditors: supplier invoice processing, supplier statement reconciliations
- Filing and audit-ready document control (source docs, POPs, schedules)
- Month-end admin support (reports, schedules, query resolution)
- VAT basics: correct filing for VAT-related transactions and supporting docs
- Excel reporting (basic dashboards/templates for tracking)

SYSTEMS

- [Sage Pastel / Pastel Partner / Xero] — capturing, invoicing, supplier processing, bank recons, reporting
- Excel — filters, formulas, PivotTables, data clean-up
- Outlook/Email, Word, Google Drive/Docs (basic)

WORK EXPERIENCE

Bookkeeper / Accounts Administrator — [Company Name], [City]
[Month Year] – [Month Year or Present]

- Processed daily/weekly transactions and kept source documents filed and traceable.
- Completed monthly bank reconciliations for [#] bank accounts; followed up on recon items until cleared.
- Handled debtors admin: raised invoices, sent statements, tracked overdue accounts and escalated when needed.
- Handled creditors admin: processed supplier invoices, reconciled supplier statements, prepared payment packs for approval.
- Supported month-end close by preparing reports/schedules (e.g., age analysis, payments

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list, recon summaries).
- Improved accuracy by using an Excel checklist for month-end documents, reducing missing paperwork and follow-ups.

Junior Bookkeeping Assistant (Part-time / Contract) — [Company Name], [City]
[Month Year] – [Month Year]

- Captured cashbook and processed invoices on [Sage/Pastel/Xero] under supervision.
- Assisted with filing, scanning, and requesting missing source documents from suppliers/operations.
- Updated Excel trackers for payments, petty cash, and document status.
- Supported reconciliations by checking entries against statements and flagging differences.

EDUCATION

Matric (National Senior Certificate) — [School Name], [Year]

[Diploma/Degree/Higher Certificate] — [Institution], [Year]
Modules (optional): Financial Accounting, Cost Accounting, Taxation, Payroll

ICB / BOOKKEEPING STUDIES (IF APPLICABLE)

- ICB: [National Certificate / Higher Certificate / Diploma] in [Bookkeeping / Financial Accounting] — [Status: Completed / In progress], [Year]
- Short course: [Excel for Accounting / Pastel / Xero] — [Provider], [Year]

ADDITIONAL INFORMATION

- Notice period: [Immediate / 2 weeks / 1 month]
- Driver’s licence: [Yes/No], own transport: [Yes/No]
- Availability: [Weekdays, Saturdays, shifts if applicable]

REFERENCES

[Referee Name] — [Title], [Company]
[Cell number]
[Email]

[Referee Name] — [Title], [Company]
[Cell number]
[Email]

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