PRACTICAL BOOKKEEPING EXPERIENCE

- Created and maintained an Excel cashbook for [small business / family business], including receipts, payments and monthly totals.
- Matched invoices/receipts to bank statements and flagged missing documents for follow-up.
- Practised bank reconciliation using sample data and monthly statements during studies.
- Built Excel templates for tracking debtors and creditor due dates to prevent missed follow-ups.

Free template from cvhub.co.za - build and share your CV for free