

National: Maseru, Lesotho

*To be filled*

**CONTACT DETAILS**

Person X

**Education**

**National University of Lesotho,** Lesotho

Major: **Bachelor of Commerce: Accounting**

August 2011 – May 2016

* **Relevant Coursework**: Financial and Cost Accounting, Operations Management, Intermediate Micro and Macro Economics and Auditing and Investigating.

**St. Catherine’s High School,** Lesotho

January 2009 – November 2010

* **Relevant Coursework**: Accounting, English, Commerce and Mathematics.

xx@gmail.com

**Proffessional Skills**

**ProfesSional EXPERIENCE**

**Company X,** Lesotho

**Research Agent**

January 2018– Present

* Write 2/3 bullet points that state 3 different key highlights and actions in your role. Show the When? How? Impact?

**Company X,** *Mokhotlong*, Lesotho

**General and Mobile Financial Services Cashier**

March 2017 – September 2017

* Write 2/3 bullet points that state 3 different key highlights and actions in your role. Show the When? How? Impact?
* Eg.: Facilitated a range of accounting protocols and processes within the internal cash department. Coordinated the daily cashbook management, till balancing and bank reconciliation of an average of R40 000+ in earnings from various income sources to maintain ethical accounting practices throughout the branch.

**Company X,** Lesotho

**Call Center Agent**

November 2016 – March 2017

* Write 2/3 bullet points that state 3 different key highlights and actions in your role. Show the When? How? Impact?,

Microsoft Office Suite

Financial and Data Analysis

Financial Forecasting

**Soft skills**

Communication

Adaptability

Integrity

Time Management

Ownership

**Interests iInINTERESTS**

Management Accounting

Internal Auditing

Taxation

Workforce Development

Sesotho – Native

English - Fluent

**LANGUAGES**