

Katleho Molefe

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Professional Summary

Detail oriented BCom Accounting graduate with over two years of experience in financial administration, currently supporting Financial Aid operations within a higher education environment. Experienced in administering external bursaries, assisting with NSFAS related queries, and processing student funding information with a high level of accuracy and compliance. Skilled in data management, stakeholder communication, and handling high volume administrative processes. Proficient in Microsoft Office and experienced in using PeopleSoft for student financial data management and committed to delivering efficient, student focused financial support services.

Experience

Financial Aid Intern | University of the Free State

Sep 2025 - Present

- Administer external bursaries, including processing applications and maintaining accurate student funding records.
- Assist students with NSFAS-related queries, including applications, funding status, and required documentation.
- Capture, update, and manage student financial data using PeopleSoft to ensure accuracy and compliance.
- Support the verification and processing of student financial information in line with institutional policies and procedures.
- Handle high volumes of student enquiries via email, phone, and in-person interactions.
- Maintain accurate data capturing and ensure compliance with financial aid requirements.
- Liaise with internal departments, donors, and external stakeholders regarding student funding matters.
- Assist with administrative tasks including document processing, record-keeping, and reporting.

Acting Residence Head | University of the Free State

Jan 2025 – May 2025

- Managed administrative and operational processes, ensuring compliance with institutional policies.
- Maintained accurate student records and processed documentation related to residence operations.
- Handled student queries and resolved issues efficiently through professional communication.
- Coordinated accommodation allocations and related financial and administrative processes.
- Worked with multiple stakeholders to ensure smooth service delivery.
- Managed high volumes of administrative work while maintaining accuracy and meeting deadlines.

SRC Campus Residence Council | University of the Free State

Sep 2022 – Aug 2023

- Oversaw administrative and financial coordination across 21 residences.
- Managed budgets, tracked expenses, and ensured proper financial record-keeping.
- Processed applications and reviewed supporting documentation for student initiatives.
- Liaised with university departments and external stakeholders.
- Improved administrative systems to enhance efficiency and accuracy.
- Led communication efforts, including formal correspondence and stakeholder updates.

Financial & Administrative Experience

- Processed and reviewed applications, ensuring completeness and compliance with requirements.
- Maintained and updated databases with accurate financial and student information.
- Assisted with allocation of student funding, accommodation, and support services.
- Responded to enquiries from students, parents, and stakeholders in a professional manner.
- Prepared documentation and supported reporting for financial and operational processes.
- Ensured adherence to policies, procedures, and institutional regulations.

Education

Bachelor of Commerce in Accounting (NQF Level 7)	2024
University of the Free State	

Matric, National Senior Certificate	2018
Alafang Secondary School	

Technical Skills

- PeopleSoft (Data capturing, student financial records management)
- Microsoft Excel (data capturing, basic formulas, reporting)
- Microsoft Word, Outlook & Teams
- Data Entry & Database Management
- Financial Administration & Record-Keeping
- NSFAS Administration (Student Support & Query Handling)
- Bursary Administration (External Funding)

Core Competencies

- Financial Aid Administration
- Data Accuracy & Attention to Detail
- High-Volume Processing
- Client Service & Stakeholder Communication
- Time Management & Multitasking
- Policy Compliance & Procedures
- Problem Solving & Adaptability
- Team Collaboration